



Codamos User's Guide

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1 Introduction

This User Guide explains how to use Codamos application features and functions. The remainder of this introduction covers how to join Codamos, log in, view help videos, and use the Setup Wizard. The [General Features](#) section describes the use of the finder, grid, and manager dialogs for managing data. The [Use Cases](#) section details end-to-end scenarios for various types of businesses. You should follow one of the use cases that is most similar to your business. For example, if you sell both products and services, follow the [Remco Heating and Cooling](#) use case. If you are a pure service business, follow the [Eagle Legal Services](#) use case. If you are manufacturing company, follow the [Joe4u Coffee Roasters](#) use case. The [Tips and Tricks](#) section describes miscellaneous Codamos features and functions. The [Payroll Management](#) section covers the Payroll feature in detail.

1.1 Supported Browsers

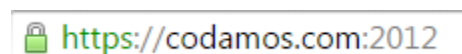
The following table lists the supported browsers, minimum browser version, and supported operating system.

Browser	Windows	Apple
Chrome 41.0.2272.118 m (or later)	Yes	Yes
Firefox 37.0.1 (or later)	Yes	No
Safari 8.0.5 (or later)	No	Yes

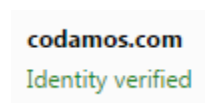
1.2 Security

The Codamos server requires the use of **https** to ensure that all communication between your browser and the server is encrypted.

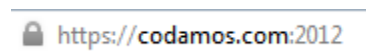
If you are using Chrome as your browser, the URL should appear as follows...



...and if you click on the padlock icon you should see...



If you are using Firefox as your browser, the URL should appear as follows...



...and if you click on the padlock icon you should see...



You are connected to
codamos.com

Verified by: COMODO CA Limited



The connection to this website is secure.



More Information...

1.3 Joining Codamos

This section describes the steps for joining Codamos.

Using either the Firefox or Chrome browsers, go to URL:

<https://codamos.com:2012>

Login

Join

V.2015.03.30



Press the Join button. You will be routed to Paypal. Complete the Paypal transaction. Upon completion of your Paypal transaction, you will receive your initial Username and Password via email.

1.4 Logging Into Codamos

This section illustrates the steps for logging into Codamos.

Using either Firefox or Chrome, go to URL:

<https://codamos.com:2012>



Press the Login button. The Login dialog is displayed as shown below.

A screenshot of the login dialog box. It has an orange header bar with the word "Login" and a close button (X). Below the header, there are two input fields: "Username" with a person icon and "Password" with a key icon. At the bottom, there is a "Login" button.

Enter your Username and Password and press the Login button. The system then displays the main menu. The menu you see will vary depending on your user role. The menu shown below is the standard menu for Group Administrators.



1.4.1 Two-Factor Login

If your user group has been configured for two-factor login, each time you login to Codamos you will be required to specify two passwords: (1) Your normal primary password and (2) a temporary single-use password which is emailed to your two-factor email address. After completing the primary login process, Codamos will prompt you for the additional temporary single-use password, which you must read from your two-factor email account. **Note:** You have the option of asking your administrator to make your two-factor email address different from your normal email address.

1.5 Watch Videos Before Trying Yourself

You may prefer to watch some videos illustrating how to do various things in the system before trying it out for yourself (or you may instead prefer to dive right in). This section shows you how to utilize the help system to view help videos.

Select **Help > Help Topic** and press the find button...

Help Topic Finder

Help Topic ID: begins with []
Help Category ID: begins with []
Sequence: begins with []
Document ID: begins with []
Note: begins with []
OwnerGroupID: begins with []
RowID: begins with []

[find] [clear] [count] [saveFinder] Order By: [] ASC [] Offset: 0 Max: 100 []

Help Topics

	Help Topic ID	Help Category ID	Sequence	Document ID	Note	OwnerGroupID	RowID	display
<input type="checkbox"/>	101-001-intro-to-finder	101-Intro	1	g5OLPrQsPtD	How to use the finder dialog	public	119	display
<input type="checkbox"/>	101-002-basic-insert-update-delete-1	101-Intro	2	twueATcastKHh	How to perform basic insert, update, and delete operations.	public	120	display
<input type="checkbox"/>	101-003-grid-actions-1	101-Intro	3	s3u5mncHHvuf	How to use grid actions to massUpdate, export, and change ownership of data.	public	121	display
<input type="checkbox"/>	303-001-setup-wizard	303-remco	1	bLOCKciVaiGS	How to use the setup wizard	public	106	display
<input type="checkbox"/>	303-002-setup-for-sales-tax	303-remco	2	h0sgpauXftv	Setup required for entering sales tax on sales order	public	107	display
<input type="checkbox"/>	303-003-setup-service-item-1	303-remco	3	rq0t79wclzCQ	Setup a new service item	public	108	display
<input type="checkbox"/>	303-004-sales-order-entry-1	303-remco	4	yzinqdV90reT	Enter a sales order	public	109	display
<input type="checkbox"/>	303-005-statement-1	303-remco	5	Y9YeBIDb6fBu	Generate a billing statement	public	110	display
<input type="checkbox"/>	303-006-record-payment-received-1	303-remco	6	moGDCUip6VJJe	Record payment for receivable	public	114	display
<input type="checkbox"/>	303-007-purchase-order-entry-1	303-remco	7	rt7xwCwaDXir	Enter a purchase order	public	112	display

(1..10)/15
[new] [first] [prev] [next] [last] [edit] [page# 0] [actions]

All of the help topics are displayed in the sequence. Press one of the **display** buttons to view/listen to the associated help video.

1.6 Setup Wizard for the Group Administrator

This section illustrates a sample usage of the Codamos Setup Wizard.

The Setup Wizard is only applicable for first-time use of Codamos by the Group Administrator. If you are not the Group Administrator using Codamos for the first time, then skip this section.

The Setup Wizard walks you through the initial setup process for your Group. The initial setup process gathers pre-requisite information required to use the Codamos Financials, Projects (aka Time and Expense Reporting), and Operations applications. If you are not using any of these applications, then the Setup Wizard is optional.

We now illustrate a sample usage of the Setup Wizard.

Select Financials > Setup Wizard from the menu. The Setup Wizard is displayed as shown below.

Setup Wizard View (Existing Data)

Main

Group ID

Welcome to the Codamos Setup Wizard, which guides you through the initial setup process, including:

- ☐ Setup Wizard Introduction
- ☐ Setup Group Administrator
- ☐ Setup Chart of Accounts
- ☐ Setup Inventory Configuration
- ☐ Setup Headquarters Location
- ☐ Setup Bank Account
- ☐ Setup Inventory
- ☐ Setup Customer and Vendor Locations

next

The various steps comprising the setup wizard should be shown with empty check boxes. If you previously started the setup wizard, but did not finish, then you may see some of the checkboxes filled in.

Press the next button to display the Setup Group Administrator dialog as shown below

Create Group Admin User (New Unsaved Data)

Main

In this step you can optionally create a new user id for yourself to use in the future. If you want to create a new user id for yourself, fill in the User ID and password fields below. Or if you prefer to continue to use the default admin user, then leave the User ID field blank. Press the next button to continue.

User ID

password

next

As described in the above dialog, if this step you have the option of creating a new user id for yourself if you prefer to use your own name instead of the default name of “admin”. If you prefer to continue to use the default admin user, leave the User ID field blank.

Press the next button to display the Select Chart of Accounts dialog, as shown below

Select Chart of Accounts (New Unsaved Data)

Main

Select the Chart of Accounts ID that is the best fit for your business.
If you are using Codamos for personal use only, select standard-individual.
Otherwise select either typical-product-business or typical-service-business.

Chart of Accounts ID

next

standard-individual
typical-product-business
typical-service-business

Select the Chart of Accounts ID that is most applicable to your business.

Note: if you select **standard-individual** then you will only setup a bank account in the subsequent step. If you select either **typical-product-business** or **typical-service-business**, then you will complete all the remaining steps.

Press the next button to display the Setup Accounting Configuration dialog as shown below

Setup Accounting Configuration (New Unsaved Data)

Main

Specify your company name and the date you started your business, then make a selection for the remaining fields.
If you track inventory, specify responses for all fields.
If you do not track inventory, you may leave the Inventory Account ID field unspecified.
If you are not sure of what to select in a particular field, do not worry, you can always change it later using the Financials > Setup > Accounting Configuration menu selection.

Company Name

Start Date

Inventory Account ID

Cost of Goods Sold Account ID

Cost of Goods Taken Account ID

Sales Income Account ID

Services Income Account ID

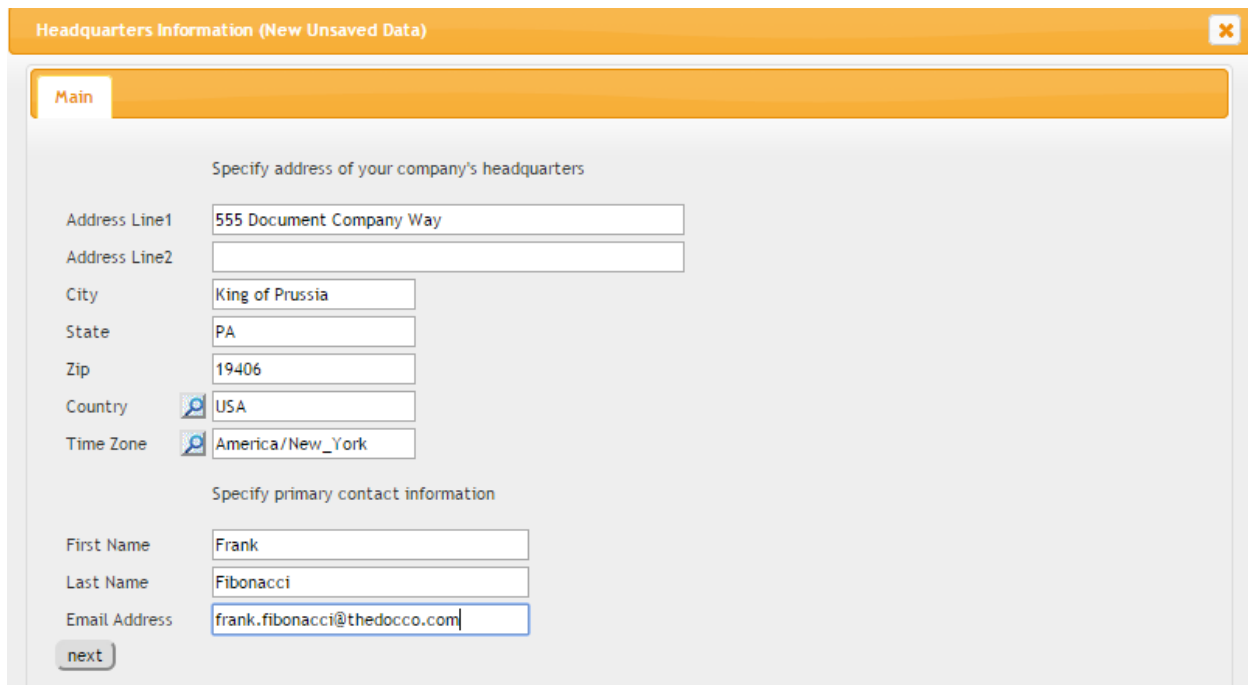
Currency ID

next

Complete each field as shown above.

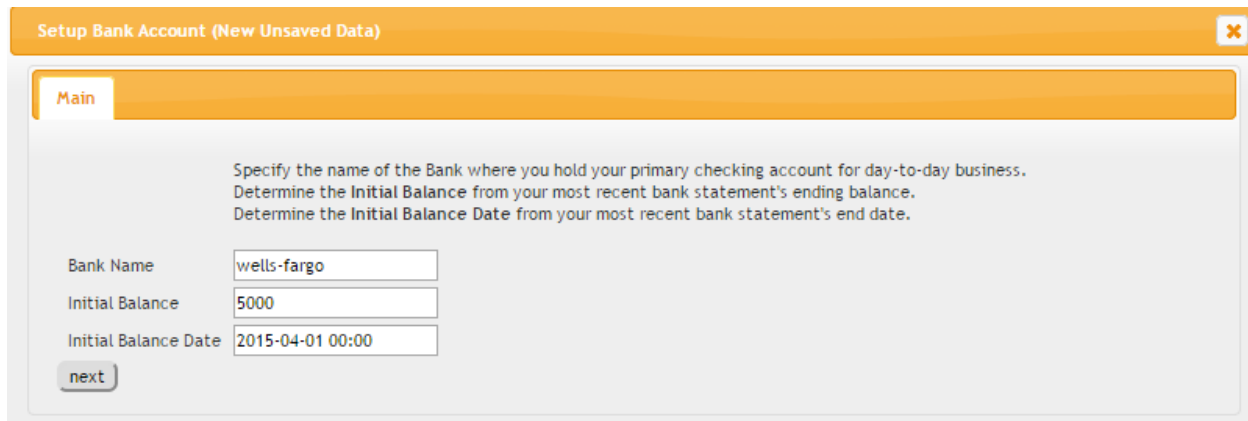
Note: If you are a services-only company, you may prefer to not distinguish between sales income and services income, in which case you should select service-income for both the **Sales Income Account ID** as well as for the **Services Income Account ID**

Press the next button to display the Headquarters Information dialog as shown below.



The dialog box has an orange title bar with the text "Headquarters Information (New Unsaved Data)" and a close button. Below the title bar is a tab labeled "Main". The main content area is light gray and contains two sections. The first section is titled "Specify address of your company's headquarters" and contains the following fields: "Address Line1" with the value "555 Document Company Way", "Address Line2" (empty), "City" with the value "King of Prussia", "State" with the value "PA", "Zip" with the value "19406", "Country" with a dropdown arrow and the value "USA", and "Time Zone" with a dropdown arrow and the value "America/New_York". The second section is titled "Specify primary contact information" and contains the following fields: "First Name" with the value "Frank", "Last Name" with the value "Fibonacci", and "Email Address" with the value "frank.fibonacci@thedocco.com". At the bottom left of the dialog is a "next" button.

Complete the fields as appropriate for your company and press the next button to display the Setup Bank Account dialog as shown below



The dialog box has an orange title bar with the text "Setup Bank Account (New Unsaved Data)" and a close button. Below the title bar is a tab labeled "Main". The main content area is light gray and contains a section titled "Specify the name of the Bank where you hold your primary checking account for day-to-day business. Determine the Initial Balance from your most recent bank statement's ending balance. Determine the Initial Balance Date from your most recent bank statement's end date." Below this section are the following fields: "Bank Name" with the value "wells-fargo", "Initial Balance" with the value "5000", and "Initial Balance Date" with the value "2015-04-01 00:00". At the bottom left of the dialog is a "next" button.

Complete the fields as appropriate for you and press the next button to display the Setup Item and Inventory dialog as shown below

Setup Item and Inventory (New Unsaved Data)

Main

In this step you may optionally setup your items and your inventory of those items, if any.
When you have no more items to setup, leave the Item Name blank.

We suggest specifying descriptive Item Names that will have meaning to you and your customers when appearing on reports.

Item Name

If you track this item in your inventory, specify Y below, otherwise specify N

Track Inventory?

Specify the gross weight of one item below.
Leave this field blank for service related items that have no physical representation.

Weight

Specify the number of items you currently have in inventory and the estimated cost per unit.
If you currently hold no inventory for this item, leave these two fields blank.

Qty

Unit Cost

Specify the price you will normally charge your customers for the item.
The price will be saved to the standard price list.
You will be able to create other price lists later, as well as modify the standard price list.
If you do not sell this item, leave the Unit Price blank.

Unit Price

next

Specify field values as appropriate for your item, following the instructions in the dialog.

In the example shown above: We wish to track inventory for this item. Each copy of the user manual weights 5 pounds. We currently have 10 copies of user-manual-xyz in inventory. We paid \$10 for each copy of the user manual. We sell the user manual for \$15 per copy.

Press the next button to re-display the Setup Item and Inventory dialog, repeating the prior steps if you have another item to specify. If you have no more items, then leave the Item Name field blank and press the next button to display the Customer or Vendor Information dialog as shown below

Customer or Vendor Information (New Unsaved Data)

Main

Specify address and contact information for a customer or vendor location.
When you have no more customer or vendor locations to specify, leave the Location Name field blank.

Note:
A Receivables (A/R) account will be created for customers.
A Payables (A/P) account will be created for vendors.

location_type

customer ▼

Location Name

The Acme Company

Address Line1

555 Acme Way

Address Line2

City

Camden

State

NJ

Zip

08009

Country

USA

Time Zone

America/New_York

First Name

Joe

Last Name

Smith

Email Address

joe.smith@acmecoco.com

next

Specify field values as appropriate for the given customer or vendor. Press the next button to redisplay the Customer or Vendor Information dialog. Repeat the process until you have entered all the customers and vendors that you wish. When you have no more customer or vendors to enter, leave the Location Name field blank and press the next button to complete the wizard. (The system will prompt for confirmation prior to exiting the wizard).

Note: all of the information you entered via the Setup Wizard may also be entered later via the normal non-wizard mechanisms.

2 General Features

2.1 Finder Dialog

This section explains how to make effective use of the Finder Dialog, which provides a user-friendly mechanism for querying and displaying data. The figure below illustrates a typical Finder Dialog, in this case querying Contacts.

contact Finder

Contact

Attributes

Contact ID

begins with

Title

begins with

Email Address

begins with

Company Name

begins with

Email Display Name

begins with

Mobile Phone

begins with

Last Name

begins with

Location ID

begins with

First Name

begins with

OwnerGroupId

begins with

Middle Name

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
new	first	prev	next	last	edit	page#	0	actions		

In this case, pressing the **find** button without any search criterion will display the first 100 records found, as illustrated below.

contact Finder

Contact

Attributes

Contact ID

begins with

Title

begins with

Email Address

begins with

Company Name

begins with

Email Display Name

begins with

Mobile Phone

begins with

Last Name

begins with

Location ID

begins with

First Name

begins with

OwnerGroupId

begins with

Middle Name

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
<input type="checkbox"/> billgates.d1	billg@microsoft.com	Bill Gates	Gates	Bill			Microsoft			doc
<input type="checkbox"/> eric.d1	eric.rosenbloom@codamos.com	Eric Rosenbloom	Rosenbloom	Eric		Managing Partner	Codamos	610-304-9737		doc
<input type="checkbox"/> larryellison.d1	larry.ellison@oracle.com	Larry Ellison	Ellison	Larry		Chief Technology Officer	Oracle			doc
<input type="checkbox"/> obama.d1	president@whitehouse.gov	Barack Obama	Obama	Barack		President of the United States				doc

(1..4)/4

new

first

prev

next

last

edit

page#

0

actions

We currently only have 4 contacts, so all 4 contacts are displayed in the finder results grid.

2.1.1 Specifying Search Criteria

Let's say for example that we want to find all contacts whose Title starts with the word **Chief**. As shown below, you would enter **Chief** in the Title field, and leave the selection operator as **begins with**, and then press the find button:

In this case since Larry Ellison is the only contact whose title starts with **Chief**, only one record is displayed.

2.1.2 Selection Operators

The default selection operator is **begins with**, as illustrated in the previous example. The complete list of selection operators are:

selection operator	description
begins with	Begins with
=	equals
like	like
<>	not equals
<	less than
<=	greater than or equal to
>	greater than
>=	greater than or equal to
in	in
is null	is null
is not null	is not null
contains	contains

Two of the selection operators require further explanation: **like** and **in**.

2.1.2.1 The “like” selection operator

The following example illustrates the use of the **like** selection operator. In the example shown, we are searching for all contacts that have “ing” somewhere in the title. Notice the use of the percent-sign character at the start and end of the search string, i.e. %ing%. The percent-sign acts as a wildcard in this context, matching any characters.

contact Finder

Contact

Attributes

Contact ID

begins with

Title

like

%ing%

Email Address

begins with

Company Name

begins with

Email Display Name

begins with

Mobile Phone

begins with

Last Name

begins with

Location ID

begins with

First Name

in

OwnerGroupid

begins with

Middle Name

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupid
<input type="checkbox"/> eric.d1	eric.rosenbloom@codamos.com	Eric Rosenbloom	Rosenbloom	Eric		Managing Partner	Codamos	610-304-9737		doc

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

2.1.2.2 The “in” selection operator

The following example illustrates the use of the **in** selection operator. In the example shown, we are searching for all contacts that have either eric or bill for a first name. Notice that I have put **eric,bill** as the search string. When using the **in** selection operator, the search string **eric,bill** translates into English as “Eric or Bill”.

contact Finder

Contact

Attributes

Contact ID

begins with

Title

like

Email Address

in

Company Name

begins with

Email Display Name

begins with

Mobile Phone

begins with

Last Name

begins with

Location ID

begins with

First Name

in

eric,bill

OwnerGroupid

begins with

Middle Name

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupid
<input type="checkbox"/> billgates.d1	billg@microsoft.com	Bill Gates	Gates	Bill			Microsoft			doc
<input type="checkbox"/> eric.d1	eric.rosenbloom@codamos.com	Eric Rosenbloom	Rosenbloom	Eric		Managing Partner	Codamos	610-304-9737		doc

(1..2)/2

new

first

prev

next

last

edit

page#

0

actions

2.1.3 The Clear Button

The **Clear** button clears the finder dialog of any previously specified selection operators, search criteria, or sorting specifications. Sorting is described later (below).

2.1.4 The Count Button

The **Count** button displays a count of the total number of records that meet the search criteria specified, ignoring the default record count limit of 100.

2.1.5 Sorting Finder Results

If you would like your finder results to display is a specific sort sequence, then select one or more items from the **Order By** drop-down list. In the example below, we have specified that the finder results

should be displayed in ascending sequence of **First Name**. In this case we selected **First Name** from the **Order By** drop-down list, and left the subsequent drop-down list at its default value of **ASC**. If we wanted to have the results displayed in descending sequence of First Name, we would have changed **ASC** to **DESC**.

2.1.6 The Save Finder Button

The **saveFinder** button facilitates saving previously specified search criteria under a user-specified name. Continuing the prior example, if we now press the Save Finder button, the system prompts us to given the saved finder a name:

In this case we are naming our saved finder **first-name-asc** because that is a meaningful name for the selection criteria we have specified.

After we press the OK button, we then have the saved finder available in the right-most drop-down list:

The screenshot shows the 'contact Finder' application. The 'Contact' tab is active. Search criteria are set for 'begins with' for Contact ID, Email Address, Email Display Name, Last Name, First Name, Middle Name, RowId, Title, Company Name, Mobile Phone, Location ID, and OwnerGroupId. The 'find' button is highlighted. Below the search criteria, the 'Order By' is set to 'first_name' in 'ASC' order, with an 'Offset' of 0 and a 'Max' of 100. A dropdown menu on the right shows 'first-name-asc-admin.d1' selected. The results table displays 4 records:

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
obama.d1	president@whitehouse.gov	Barack Obama	Obama	Barack		President of the United States				doc
billgates.d1	billg@microsoft.com	Bill Gates	Gates	Bill			Microsoft			doc
eric.d1	eric.rosenbloom@codamos.com	Eric Rosenbloom	Rosenbloom	Eric		Managing Partner	Codamos	610-304-9737		doc
larryelison.d1	larry.elison@oracle.com	Larry Ellison	Ellison	Larry		Chief Technology Officer	Oracle			doc

Navigation controls at the bottom show '(1..4)/4' and buttons for 'new', 'first', 'prev', 'next', 'last', 'edit', 'page# 0', and 'actions'.

We can subsequently select the saved-finder from the right-most drop-down list as a short-cut to manually re-specifying the selection criteria. When you select a saved-finder, the associated database query is automatically executed and finder results displayed: you do not press the find button.

2.1.7 Max Records in Finder Results

By default the maximum number of records displayed in finder results is 100 records. You can change the number 100 to a larger or smaller number. In the example below, we have changed 100 to 3, and now only 3 records are displayed instead of all 4.

The screenshot shows the 'contact Finder' application with the same search criteria as the previous image. However, the 'Max' value in the 'find' button is now set to 3. The results table displays only the first 3 records:

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
obama.d1	president@whitehouse.gov	Barack Obama	Obama	Barack		President of the United States				doc
billgates.d1	billg@microsoft.com	Bill Gates	Gates	Bill			Microsoft			doc
eric.d1	eric.rosenbloom@codamos.com	Eric Rosenbloom	Rosenbloom	Eric		Managing Partner	Codamos	610-304-9737		doc

Navigation controls at the bottom show '(1..3)/3' and buttons for 'new', 'first', 'prev', 'next', 'last', 'edit', 'page# 0', and 'actions'.

2.1.8 The Offset Field

The Offset Field is normally only used when querying very large tables. For example, in a million record table, you may want to display 100 records starting at record number 500,000. In this case, you would specify an offset of 500000.

2.1.9 Multi-Tab Finders

Some finder dialogs have multiple tabs which facilitate searching for parent records based on values in child records. This section illustrates the process of finding contact records based on contact status.

Go into the Contact Finder

The screenshot shows the 'contact Finder' dialog box with the 'Contact' tab selected. The dialog has three tabs: 'Contact', 'Attributes', and 'Status'. The 'Contact' tab contains search criteria for various fields: Contact ID, Email Address, Email Display Name, Last Name, First Name, Middle Name, RowId, Title, Company Name, Mobile Phone, Location ID, and OwnerGroupId. Each field has a 'begins with' dropdown menu and a text input field. Below the search criteria are buttons for 'find', 'clear', 'count', and 'saveFinder'. There is also an 'Order By' dropdown menu set to 'ASC', an 'Offset' field set to '0', and a 'Max' field set to '100'. At the bottom, there is a table header for 'contacts' with columns: Contact ID, Email Address, Email Display Name, Last Name, First Name, Middle Name, Title, Company Name, Mobile Phone, Location ID, and OwnerGroupId. Below the header are buttons for 'new', 'first', 'prev', 'next', 'last', 'edit', 'page#', and 'actions'.

Go to the Status tab

The screenshot shows the 'contact Finder' dialog box with the 'Status' tab selected. The dialog has three tabs: 'Contact', 'Attributes', and 'Status'. The 'Status' tab contains search criteria for: Contact ID, status_type_id, val, OwnerGroupId, and RowId. Each field has a 'begins with' dropdown menu and a text input field. The 'val' field has a dropdown menu set to 'offer-made'. Below the search criteria are buttons for 'find', 'clear', 'count', and 'saveFinder'. There is also an 'Order By' dropdown menu set to 'ASC', an 'Offset' field set to '0', and a 'Max' field set to '100'. At the bottom, there is a table header for 'contacts' with columns: Contact ID, Email Address, Email Display Name, Last Name, First Name, Middle Name, Title, Company Name, Mobile Phone, Location ID, and OwnerGroupId. Below the header are buttons for 'new', 'first', 'prev', 'next', 'last', 'edit', 'page#', and 'actions'.

Specify the desired search criteria. In this case we are looking for all contacts we have offered a job. Return to the Contact tab and press the find button

contact Finder

Contact Attributes Status

Contact ID begins with Title begins with

Email Address begins with Company Name begins with

Email Display Name begins with Mobile Phone begins with

Last Name begins with Location ID begins with

First Name begins with OwnerGroupid begins with

Middle Name begins with

Rowid begins with

find clear count saveFinder Order By ASC Offset:0 Max:100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupid
<input checked="" type="checkbox"/> larryellison.d1	larry.ellison@oracle.com	Larry Ellison	Ellison	Larry		Chief Technology Officer	Oracle			doc

(1..1)/1

new first prev next last edit page# 0 actions

In this case, Larry is the only contact we have offered a job.

2.1.10 Use of Checkboxes to Narrow-Down Finder Results

After pressing the find button you may want to further narrow-down the finder results. This section shows you how, using the Contact Finder as an example.

We have finder results displaying all contacts...

contact Finder

Contact Attributes Status

Contact ID begins with Title begins with

Email Address begins with Company Name begins with

Email Display Name begins with Mobile Phone begins with

Last Name begins with Location ID begins with

First Name begins with OwnerGroupid begins with

Middle Name begins with

Rowid begins with

find clear count saveFinder Order By ASC Offset:0 Max:100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupid
<input type="checkbox"/> admin.d1	frank.fibonacci@thedocco.com	Fibonacci	Frank						TheDoccoCompany.d1	doc
<input type="checkbox"/> billgates.d1	billg@microsoft.com	Bill Gates	Gates	Bill	W		Microsoft			doc
<input type="checkbox"/> eric.d1	eric.rosenbloom@codamos.com	Eric Rosenbloom	Rosenbloom	Eric	W	Managing Partner	Codamos	610-304-9737		doc
<input type="checkbox"/> JANE.d1		Goodall	Jane							doc
<input type="checkbox"/> larrydavid.d1	larry.david@funny.com	Larry David	David	Larry		Chief Comic				doc
<input type="checkbox"/> larryellison.d1	larry.ellison@oracle.com	Larry Ellison	Ellison	Larry		Chief Technology Officer	Oracle			doc
<input type="checkbox"/> obama.d1	president@whitehouse.gov	Barack Obama	Obama	Barack		President of the United States				doc
<input type="checkbox"/> PaulNewman.d1	paul.newman@gmail.com	Paul Newman	Newman	Paul		Hollywood Legend				doc
<input type="checkbox"/> TheAcmeCompany.d1	joe.smith@acmec.com		Smith	Joe					TheAcmeCompany.d1	doc

(1..9)/9

new first prev next last edit page# 0 actions

We want to narrow the results such that only JANE and larrydavid are displayed: Check the checkbox next to JANE and larrydavid and press the find button..

The finder results are narrowed down to the two checked Contacts.

2.2 Grid for Displaying Finder Results

The **Grid** is used to (a) display finder results, as described in the previous section and also to (b) display related repeating data in Manager Dialogs. Manager Dialogs are described later in the section [Manager Dialog](#).

2.2.1 The First, Prev, Next, and Last Buttons

The following table describes the purpose of the first, prev, next, and last buttons which appear on the Grid.

Button	Description
first	Displays the first 10 records
prev	Displays the previous 10 records
next	Displays the next 10 records
last	Displays the last 10 records

2.2.2 Page Number Drop-Down List

The page number drop-down list supports quickly jumping to the given page number. For example, you may select 9 instead of pressing the next button 9 times.

2.2.3 Drilling Down Into Manager Dialogs

If we wanted to display full details on the contact record for Larry Ellison, for example, we would click on the underlined Contact ID in the grid corresponding to the record for Larry Ellison. The system would then display the [Manager Dialog](#) for Larry Ellison.

2.2.4 The New Button

Pressing the **new** button displays the [Manager Dialog](#) for the given **business object** so you can enter a new instance of the given business object. The term **business object** refers to a Contact, Item, Location, etc.

2.2.5 Grid Actions

The **actions** drop-down list includes selections for **massUpdate**, **export**, and **chown**. These are described below.

2.2.5.1 Mass Update

The **massUpdate** action updates column values in multiple records in a single action. The massUpdate action acts upon all records currently selected within the grid. As a simple example, let's say that we wanted to change both Bill's and Eric's middle initial to W. You would do the following steps:

1. Specify selection criteria such that only Eric and Bill's contact records are displayed in the grid
2. Press the massUpdate button
3. Specify W in the Middle Name field
4. Press the massUpdate button
5. Press the OK button

The records are then re-displayed with both records modified with the middle name set to W.

2.2.5.2 Export

The **export** action creates a CSV (comma-delimited) file corresponding to all records currently displayed in the grid. Reusing the example from the prior section, if we were to use the export action, a CSV file is created corresponding to the records for Bill and Eric. After executing the export action, depending on which browser you are using, the browser will either (a) display the CSV file in another browser window or (b) offer you the choice of displaying the CSV file or downloading the CSV file.

2.2.5.3 Chown (Change Owner)

The **chown** action is for administrators. Reference the Codamos Group Administrator's Guide for more information on the chown action.

2.2.6 Grid Reports

Some business objects have associated reports and in this case you will see an additional drop-down list next to the actions drop-down. Reference [Prepare Timesheet Report](#) for an illustration.

2.3 Manager Dialog

The **Manager** dialog lets you view, insert, update, and delete data in the Codamos database. Continuing with our sample use of the Contact business object, we now illustrate how to insert, update, and delete a Contact.

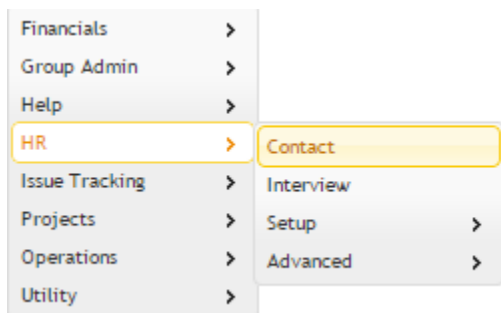
2.3.1 Insert New Data

Once you are in the Manager Dialog for a particular business object, inserting a new record is achieved by first filling in values in the individual data fields, and then pressing either the **insertClose** or

insertContinue buttons. As the button names imply, insertClose inserts data and closes the Manager dialog, whereas insertContinue inserts data and leaves the Manager dialog open to give you the option of doing additional subsequent data management upon that particular business object instance.

Example: In this scenario will illustrate the entry of a new contact.

From the menu, select HR > Contact



The Finder Dialog is displayed

 A screenshot of a 'contact Finder' dialog box. The dialog has a title bar 'contact Finder' and two tabs: 'Contact' (active) and 'Attributes'. Below the tabs are search criteria fields for 'Contact ID', 'Email Address', 'Email Display Name', 'Last Name', 'First Name', 'Middle Name', 'RowId', 'Title', 'Company Name', 'Mobile Phone', 'Location ID', and 'OwnerGroupId'. Each field has a 'begins with' dropdown and a text input box. At the bottom, there are buttons for 'find', 'clear', 'count', and 'saveFinder', followed by an 'Order By' dropdown, a sort order dropdown (set to 'ASC'), and 'Offset' and 'Max' input fields (set to 0 and 100 respectively). Below these is a table header for 'contacts' with columns for all the search criteria. At the very bottom are navigation buttons: 'new', 'first', 'prev', 'next', 'last', 'edit', 'page#', and 'actions'.

Press the New button to display the Manager Dialog

contact Manager (New Unsaved Data)

Contact
Status
Attributes
Documents
Notes
Connections

Contact ID*
Email Address
Email Display Name
Last Name
First Name
Middle Name
Title
Company Name
Mobile Phone
Location ID

insertClose
insertContinue
refresh
hidden

Specify values for individual data fields and press the insertClose button

contact Manager (New Unsaved Data)

Contact
Status
Attributes
Documents
Notes
Connections

Contact ID*
Email Address
Email Display Name
Last Name
First Name
Middle Name
Title
Company Name
Mobile Phone
Location ID

insertClose
insertContinue
refresh
hidden

2.3.2 Update Existing Data

In this example we illustrate the process of updating existing data.

Use the Finder Dialog to locate the record you want to update. In this example, we are finding the record for Larry Ellison by entering “larry” in the first name column of the finder dialog

contact Finder

Contact Attributes

Contact ID begins with Email Address begins with Email Display Name begins with Last Name begins with First Name begins with larry Middle Name begins with RowId begins with Title begins with Company Name begins with Mobile Phone begins with Location ID begins with OwnerGroupId begins with

find clear count saveFinder Order By ASC Offset 0 Max 100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
<input type="checkbox"/> larryellison.d1	larry.ellison@oracle.com	Larry Ellison	Ellison	Larry		Chief Technology Officer	Oracle			doc

(1..1)/1

new first prev next last edit page 0 actions

Click on the under-lined Contact ID for larryellison to drill into the Manager Dialog

contact Manager (Existing Data)

Contact Status Attributes Documents Notes Connections

Contact ID* larryellison.d1

Email Address larry.ellison@oracle.com

Email Display Name Larry Ellison

Last Name Ellison

First Name Larry

Middle Name

Title Chief Technology Officer

Company Name Oracle

Mobile Phone

Location ID

delete refresh hidden

Make the desired data modifications. In this case we are adding a Mobile Phone number for Larry

contact Manager (Existing Data)

Contact | Status | Attributes | Documents | Notes | Connections

Contact ID*
 Email Address
 Email Display Name
 Last Name
 First Name
 Middle Name
 Title
 Company Name
 Mobile Phone
 Location ID

Notice that the system displays the updateClose and updateContinue buttons in reaction to your having modified data. Now press the updateClose button to complete the change.

2.3.3 Delete Existing Data

The steps for deleting data are quite similar as for updating. The main difference is that you use the delete button instead of the updateClose button.

2.3.4 The Refresh Button

Pressing the refresh button on a Manager Dialog causes the system to re-query the data from the database and redisplay the data.

2.3.5 The Hidden Button

Pressing the **hidden** button toggles the display of Manager fields that are normally hidden from your view.

2.3.6 The Magnifying Glass Icon (List of Values)

Pressing the magnifying glass icon pops-up the Finder dialog for the referenced business object to help you find the desired record. For example, on the Contact, you could press the magnifying glass icon to find a location to associate with the given Contact record.

2.3.7 The Pencil Icon

Pressing the pencil icon pops-up the Manager dialog for the referenced business object so that you can enter a new business object on-the-fly. For example, on the Contact, you could press the pencil icon to

enter a new location to associate with the given Contact record. You can also use the pencil icon to drill-down into an existing business object for viewing purposes.

2.3.8 Entering Related Data

Many managers support the ability to enter **related** data. Related data is frequently referred to as **child** data because there is a parent/child relationship between the records: the parent record must exist as a pre-requisite to creating a child record.

Example: A contact may have a related status value. When used in the context of recruiting, a contact may have a related applicant status indicating if the candidate is new, desired, hired, rejected, deferred, etc.

We now illustrate the steps for entering related data, continuing with our use of the contact business object.

Start with an existing contact record, either by drilling into a existing contact from contact finder results, or by using the insertContinue button.

contact Manager (Existing Data)

Contact Status Attributes Documents Notes Connections

Contact ID* larryellison.d1

Email Address larry.ellison@oracle.com

Email Display Name Larry Ellison

Last Name Ellison



First Name Larry

Middle Name

Title Chief Technology Officer

Company Name Oracle

Mobile Phone 800-555-1212

Location ID  

delete refresh hidden

Click on the Status tab

contact Manager (Existing Data)

[Contact](#)
[Status](#)
[Attributes](#)
[Documents](#)
[Notes](#)
[Connections](#)

Contact Status

RowId	Contact ID	status_type_id	val	OwnerGroupId
new	first	prev	next	last
edit				page# 0 ▼

Press the new button

Contact Status Manager (New Unsaved Data)

Main

Contact ID

status_type_id

val

Press the insertClose button

contact Manager (Existing Data)

[Contact](#)
[Status](#)
[Attributes](#)
[Documents](#)
[Notes](#)
[Connections](#)

Contact Status

RowId	Contact ID	status_type_id	val	OwnerGroupId
2	larryellison.d1	applicant	offer-made	doc
(1..1)/1				
new				first
prev				next
last				edit
page# 0 ▼				

The process of entering a related record is now completed. You can visit other tabs to enter additional related data of different types.

2.4 User Groups and Suffixes

Every Codamos user has an associated primary User Group which controls what the user can do and what data the user can access within the Codamos database. Your User Group is normally named after your company. Associated with your user group is an abbreviation for your User Group called a **suffix**. Each of your business object instances has a unique identifier called its **primary key**. For example, each of your Contacts has a unique Contact ID. To ensure against conflicting with another group's data, all primary key values in Codamos are terminated by your suffix.

Example: The Remco group has a suffix of **.r1** and the Servco group has a suffix of **.s1**. Both groups have a Larry Ellison contact. In the Remco group, the Contact ID is larryellison.r1. However, in the Servco group the Contact ID is larryellison.s1. The suffix ensures uniqueness of data across User Groups.

Example: The default Group Administrator for the Remco group is **admin.r1**. The default Group Administrator for the Servco group is **admin.s1**.

By default, a user in a given group only has visibility to data within his own group, plus public data. For example, a user in the Remco group has no ability to access data in the Servco group. The reverse is also true.

3 Use Cases

3.1 Remco Heating and Cooling

The use case in this section is based on a company called Remco which provides products and services pertaining to heating and cooling. This use case is intended to be broadly applicable to all businesses. Because Remco provides both products and services, Remco utilizes most of the applications in the Codamos suite including Financials, Operations, and Projects Time & Billing (abbreviated Projects). However, if you are in a pure fee-for-service business, billing your clients for your time and/or expenses and you do not buy/sell products, you may want to skip ahead to the use case [Eagle Legal Services](#).

Note that running the [Setup Wizard for the Group Administrator](#) is a pre-requisite to using the applications described in this section.

3.1.1 Sales Order Entry

This section illustrates the sales order entry process. Ralph, the owner of Remco, enters a sales order to sell 10 air conditioning units to the Lower Merion Police Department.

Select **Operations > Order** from the menu. The Order Finder is displayed as shown below

Press the **new** button. The Order Manager dialog is displayed as shown below.

In this example, Ralph has specified:

- Order Type ID is SO (sales order)
- Order Date is April 2, 2015
- Origin Location ID is Remco Headquarters
- Destination Location ID is that of the Lower Merion Police Department
- Payment Account is the A/R account for the Lower Merion Police Department. Ralph is selling to the customer on credit in this case.
- Price Profile ID is standard, meaning that Ralph is applying standard pricing in this case

Ralph then presses the InsertContinue button, and goes to the Lines tab as shown below

Order Manager (Existing Data)

Order
Lines
Contacts
Attributes
Documents

Order Lines

Order Line ID	Order ID	Item ID	Sku-In-Tx ID	Sku-Out-Tx ID	Journal Entry ID	Qty	Price Profile ID	Unit Cost	Currency ID	Description	OwnerGroupID
new	first	prev	next	last	edit	page#	0				

Ralph presses the new button to display the Order Line Manager as shown below

Order Line Manager (New Unsaved Data)

Order Line
SHU Lines

Order Line ID

Order ID*
0000000001.r1

Item ID*

Sku-In-Tx ID

Sku-Out-Tx ID

Journal Entry ID

Qty*

Price Profile ID
standard.r1

Unit Price

Currency ID
USD

Description

insertClose
insertContinue
refresh
hidden

The system pre-populates the Order ID and Price Profile ID based on the values previously specified on the Order record. Ralph fills in the Item ID and Qty fields as shown below

Order Line Manager (New Unsaved Data)

Order Line
SHU Lines

Order Line ID
Order ID*
Item ID*
Sku-In-Tx ID
Sku-Out-Tx ID
Journal Entry ID
Qty*
Price Profile ID
Unit Price
Currency ID
Description
insertClose insertContinue refresh hidden

In this case, Ralph has specified:

- Item ID is that corresponding to a Frigidaire window unit
- Qty is 10

He has left the Order Line ID blank, letting the system fill that in.

He presses the insertClose button to display the data in the Order Line Grid as shown below

Order Manager (Existing Data)

Order
Lines
Contacts
Attributes
Documents

Order Lines

Order Line ID	Order ID	Item ID	Sku-In-Tx ID	Sku-Out-Tx ID	Journal Entry ID	Qty	Price Profile ID	Unit Cost	Currency ID	Description	OwnerGroupID
001-0000000001.r1	0000000001.r1	FrigidaireFRA052XT75000-BTUMinWindowAirConditioner.r1				10	standard.r1	130.00	USD		remco

(1..1)/1
new first prev next last edit page# 0

He then returns to the Order tab and presses the recalc button to fill in the Total Cost as shown below

Order Manager (Existing Data)

Order Lines Contacts Attributes Documents

Order ID	0000000001.r1	Price Profile ID	standard.r1
Order Type ID*	SO	Total Cost	1300.00
Status	new	Currency ID	USD
Order Date	2015-04-02 00:00		
Origin Loc ID	Recmo.r1		
Destination Loc ID	LowerMerionPoliceDepart		
Payment Account ID	LowerMerionPoliceDepart		
Sku-In ID			
Sku-Out ID			

delete refresh hidden check recalc pdf pickRelease

Ralph then presses the pickRelease button to update his inventory records, as well as create appropriate financial transactions. The Dialog is then re-displayed as shown below

Order Manager (Existing Data)

Order Lines Contacts Attributes Documents

Order ID	0000000001.r1	Price Profile ID	standard.r1
Order Type ID*	SO	Total Cost	1300.00
Status	picked	Currency ID	USD
Order Date	2015-04-02 00:00		
Origin Loc ID	Recmo.r1		
Destination Loc ID	LowerMerionPoliceDepart		
Payment Account ID	LowerMerionPoliceDepart		
Sku-In ID			
Sku-Out ID	Q880A6EQAy07.r1		

refresh hidden check recalc pdf unPickRelease

Notice that at this point, after pick release, the order is read-only: all fields are grayed out. This completes the order entry process.

It is useful to understand the work that Codamos has done behind-the-scenes as part of the pick-release process. To view the inventory impact, select **Operations > SKU > Sku Out to view the Inventory-Out transaction as shown below:**

Inventory-Out Manager (Existing Data)

Main

Sku-Out ID: Q880A6EQAy07.r1
 Location ID: Recmo.r1
 Payment Account ID: LowerMerionPoliceDepart
 Transaction Date: 2015-04-02 23:14
 delete refresh hidden

skuotxs

Sku-Out-Tx ID	Sku-Out ID	Item ID	Unit Cost	Unit Price	Currency ID	Qty	SKU Journal	Sale Journal	OwnerGroupID
w9Ff2vJkb3M8.r1	Q880A6EQAy07.r1	FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1	100.00	130.00	USD	10	fvL6186DK9wC.r1	Cyy2Aq2WrtXT.r1	remco

(1..1)/1
 new first prev next last edit page# 0

The pick release has resulted in the creation of an inventory out transaction which reduces Ralph's inventory of window units by 10 units. The Unit Cost was \$100 and the Unit Price was \$130.

You can drill-down on the Item ID to display the Item Manager as shown below.

Item Manager (Existing Data)

Item Inventory Attributes Documents

Item ID*: FrigidaireFRA052XT75000
 Item Name: Frigidaire FRA052XT7 5000-BTU Mini Window Air C
 Physical Spec ID: FrigidaireFRA052XT75000
 Track Inventory? Y
 delete refresh hidden

Then click on the Inventory tab to display:

Item Manager (Existing Data)

Item **Inventory** Attributes Documents

Inventory

SKU ID	Item ID	Location ID	Qty	Min Qty	Total Cost	Unit Cost	Currency ID	OwnerGroupID
nLWOCYMCP4g8.r1	FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1	Recmo.r1	0	0	0.00	100.00	USD	remco

(1..1)/1
 first prev next last edit page# 0

As you can see above, Ralph's inventory level of window units as now dropped to zero as a result of the prior sale.

Next, let's have a look at the financial impact of the pick release. Select **Financials > Account** to display the Financial Account Finder, and search for Account Type ID of ar, as shown below

The screenshot shows the 'Financial Account Finder' window. The search criteria are: Account ID (begins with), Account Name (begins with), Account Type ID (begins with) set to 'ar', Balance (begins with), Cleared Balance (begins with), Currency ID (begins with), Sub-Account Of (begins with), OwnerGroupID (begins with), and RowID (begins with). The results table shows two accounts:

Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/> accounts-receivable.r1	Accounts Receivable	ar	1300.00	USD		remco
<input type="checkbox"/> LowerMerionPoliceDepartment.r1	Lower Merion Police Department	ar	1300.00	USD	accounts-receivable.r1	remco

Navigation controls at the bottom include: new, first, prev, next, last, edit, page# 0, actions, reports.

Notice that the Lower Merion Police Department now owes Ralph \$1300 and that the total of Ralph's receivables is also \$1300.

Next, let's look at our cost-of-goods-sold account, as shown below:

The screenshot shows the 'Financial Account Finder' window. The search criteria are: Account ID (begins with) set to 'cost-of-goods-sold', Account Name (begins with), Account Type ID (begins with) set to 'expense', Balance (begins with), Cleared Balance (begins with), Currency ID (begins with), Sub-Account Of (begins with), OwnerGroupID (begins with), and RowID (begins with). The results table shows one account:

Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/> cost-of-goods-sold.r1	Cost Of Goods Sold	expense	1000.00	USD		remco

Navigation controls at the bottom include: new, first, prev, next, last, edit, page# 0, actions, reports.

Ralph's cost-of-goods-sold account has been updated to \$1000

3.1.2 Change a Sales Order

The Lower Merion Police Department has called Ralph to ask him to add installation services to their order. Ralph will reopen the order to add a new line item for 8 hours of labor.

3.1.2.1 Add a Service Item

When Ralph ran the setup wizard, he did not add any service items. In this section we illustrate the process of adding a new service item for labor.

Select **Operations > Item** from the menu to display the Item Finder as shown below

The Item Finder interface features a search form with the following fields and controls:

- Item ID: begins with [text box]
- Item Name: begins with [text box]
- Physical Spec ID: begins with [text box] with a magnifying glass icon
- Track Inventory?: begins with [text box] and a dropdown arrow
- OwnerGroupId: begins with [text box] with a magnifying glass icon
- RowId: begins with [text box]

Below the search fields are buttons for **find**, **clear**, **count**, and **saveFinder**. To the right is an **Order By** dropdown menu, followed by **ASC** and **Offset** (0) and **Max** (100) dropdowns.

The bottom section, labeled **Items**, contains a table header with columns: **Item ID**, **Item Name**, **Physical Spec ID**, **Track Inventory?**, and **OwnerGroupId**. Below the header are navigation buttons: **new**, **first**, **prev**, **next**, **last**, **edit**, **page#** (dropdown), and **actions** (dropdown).

Press the **new** button to display the Item Manager as shown below

The Item Manager (New Unsaved Data) interface includes a tabbed header with **Item**, **Inventory**, **Attributes**, and **Documents**. The **Item** tab is active, showing the following form fields:

- Item ID*: labor-hour
- Item Name: Labor Hour
- Physical Spec ID: [text box] with a magnifying glass icon
- Track Inventory?: N (dropdown arrow)

At the bottom are four buttons: **insertClose**, **insertContinue**, **refresh**, and **hidden**.

Press the insertClose button

3.1.2.2 Add Item to a Price List

This section illustrates how to add an Item to a price list. In this case, we are adding our new labor-hour item to the standard price list.

Select **Operations > Price Profile** to display the Price Profile Finder. Press the find button.

Price Profile Finder

Price Profile ID

Description

OwnerGroupID

RowId

Order By: ASC 0 100

Price Profiles

	Price Profile ID	Description	OwnerGroupID
<input type="checkbox"/>	standard.r1		remco

(1..1)/1

page# 0

Drill-Down on the standard price profile

Price Profile Manager (Existing Data)

Main

Price Profile ID

Description

Price Profile Details

RowId	Price Profile ID	Item ID	Unit Price	Currency ID	OwnerGroupID
42	standard.r1	FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1	130.00	USD	remco

(1..1)/1

page# 0

Within the Price Profile Details grid, press the new button

Price Profile Detail Manager (New Unsaved Data)

Main

Price Profile ID

Item ID

Unit Price

Currency ID

Fill in the Item ID and Unit Price fields and press insertClose to complete the addition of the item to the standard price list

3.1.2.3 Reverse the Pick Release Process

As a final step in the original sales order entry process, Ralph pressed the pickRelease button to allocate inventory, create financial transactions, and lock the order. Ralph would like to now unlock the order so he can add a new line item for the labor associated with installation. This section illustrates the process of reversing the pick release process.

Use the Order Finder to find the order. Then within finder results, drill-down on the Order ID to display the Order Manager as shown below

The screenshot shows the 'Order Manager (Existing Data)' window. It has a tabbed interface with 'Order' selected. The 'Order' tab displays a form with the following fields and values:

Field	Value	Field	Value
Order ID	0000000001.r1	Price Profile ID	standard.r1
Order Type ID*	SO	Total Cost	1300.00
Status	picked	Currency ID	USD
Order Date	2015-04-02 00:00		
Origin Loc ID	Recmo.r1		
Destination Loc ID	LowerMerionPoliceDepart		
Payment Account ID	LowerMerionPoliceDepart		
Sku-In ID			
Sku-Out ID	Q880A6EQAy07.r1		

At the bottom of the form, there is a row of buttons: refresh, hidden, check, recalc, pdf, and unPickRelease.

Press the unPickRelease button to unlock the order. Exit and re-enter the Order Manager. All the fields are now unlocked as shown below

Order Manager (Existing Data)

Order
Lines
Contacts
Attributes
Documents

Order ID
0000000001.r1

Price Profile ID
standard.r1

Order Type ID*
SO

Total Cost
1300.00

Status
new

Currency ID
USD

Order Date
2015-04-02 00:00

Origin Loc ID
Recmo.r1

Destination Loc ID
LowerMerionPoliceDepart

Payment Account ID
LowerMerionPoliceDepart

Sku-In ID

Sku-Out ID

delete
refresh
hidden
check
recalc
pdf
pickRelease

Go to the Lines tab and press the new button to display the Order Line Manager as shown below

Order Line Manager (New Unsaved Data)

Order Line
SHU Lines

Order Line ID

Order ID*
0000000001.r1

Item ID*
labor-hour.r1

Sku-In-Tx ID

Sku-Out-Tx ID

Journal Entry ID

Qty*
8

Price Profile ID
standard.r1

Unit Price

Currency ID
USD

Description
Labor to install 10 window units

insertClose
insertContinue
refresh
hidden

Fill in the Item ID, Qty, and Description as shown above. Press the insertClose button

Order Manager (Existing Data)										
Order Lines Contacts Attributes Documents										
Order Lines										
Order Line ID	Order ID	Item ID	Sku-In-Tx ID	Sku-Out-Tx ID	Journal Entry ID	Qty	Price Profile ID	Unit Cost	Currency ID	Description
001-0000000001.r1	0000000001.r1	FrigidaireFRA052XT75000-BTUMiniWindowAtrConditioner.r1				10	standard.r1	130.00	USD	
002-0000000001.r1	0000000001.r1	labor-hour.r1				8	standard.r1	150.00	USD	Labor to install 10 window units
(1..2)/2										
new first prev next last edit page# 0										

There are now two order lines, one for the window units, and a 2nd for installation.

Go back to the Order tab and press the recalc button to update the Total Cost field

Order Manager (Existing Data)															
Order Lines Contacts Attributes Documents															
Order ID	0000000001.r1				Price Profile ID	standard.r1									
Order Type ID*	SO				Total Cost	2500.00									
Status	new				Currency ID	USD									
Order Date	2015-04-02 00:00														
Origin Loc ID	Recmo.r1														
Destination Loc ID	LowerMerionPoliceDepart														
Payment Account ID	LowerMerionPoliceDepart														
Sku-In ID															
Sku-Out ID															
delete refresh hidden check recalc pdf pickRelease															

The Total Cost now includes the 8 hours of labor at \$150 per hour.

Press the pickRelease button to re-allocate inventory and create the required financial transactions, this time including labor

Order Manager (Existing Data)

OrderLinesContactsAttributesDocuments

Order ID

0000000001.r1

Price Profile ID

standard.r1

Order Type ID*

SO

Total Cost

2500.00

Status

picked

Currency ID

USD

Order Date

2015-04-02 00:00

Origin Loc ID

Recmo.r1

Destination Loc ID

LowerMerionPoliceDepart

Payment Account ID

LowerMerionPoliceDepart

Sku-In ID

Sku-Out ID

DJbqf1ALztHL.r1

refresh

hidden

check

recalc

pdf

unPickRelease

The Order is now re-locked.

Note that the Lower Merion Police Department now owes Ralph \$2500 instead of \$1300, as shown below in the Financial Account Finder results

Financial Account Finder

Account ID

begins with ▼

low

Account Name

begins with ▼

Account Type ID

begins with ▼

Balance

begins with ▼

Cleared Balance

begins with ▼

Currency ID

begins with ▼

Sub-Account Of

begins with ▼

OwnerGroupID

begins with ▼

RowID

begins with ▼

find

clear

count

saveFinder

Order By

ASC ▼

Offset

0

Max

100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	LowerMerionPoliceDepartment.r1	Lower Merion Police Department	ar	2500.00	USD	accounts-receivable.r1	remco

(1..1)/1

new

first

prev

next

last

edit

page#

0 ▼

actions

▼

reports

▼

3.1.3 Statement Generation

This section illustrates how Ralph generates a statement for the money due to him from the Lower Merion Police Department for the 10 window units he sold to them plus labor.

Select **Financials > Account** to display the Financial Account Finder. Specify Account Type ID of “ar” and press the find button

Financial Account Finder

Account ID begins with

Account Name begins with

Account Type ID begins with ar

Balance begins with

Cleared Balance begins with

Currency ID begins with

Sub-Account Of begins with

OwnerGroupid begins with

RowId begins with

Order By ASC Offset 0 Max 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupid
<input type="checkbox"/>	accounts-receivable.r1	Accounts Receivable	ar	2500.00	USD		remco
<input type="checkbox"/>	LowerMerionPoliceDepartment.r1	Lower Merion Police Department	ar	2500.00	USD	accounts-receivable.r1	remco

(1..2)/2

page# 0 actions reports

Drill-down on the Account ID for the Lower Merion Police Department and go to the Transactions tab

Financial Account Manager (Existing Data)

Lower Merion Police Department Transactions

Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupid
qTdn3qWwGVEU.r1	LowerMerionPoliceDepartment.r1	2015-04-03 08:28:34	1200.00		USD	OrderLine: 002-0000000001.r1	9H3x214AkqmQ.r1	remco
rpWl3vrigSf.r1	LowerMerionPoliceDepartment.r1	2015-04-03 08:28:32	1300.00		USD	Qty:10 item:FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1 price:130.00 SoldTo:LowerMerionPoliceDepartment.r1	Mpbx3dxJFN9f.r1	remco

(1..2)/2

page# 0

Press the statement button. A pdf statement is then displayed in a separate browser tab (using the Chrome browser)

Recmo
555 Remco Way
Allentown,PA,18104
USA

Account ID: LowerMerionPoliceDepartment
Account Name: Lower Merion Police Department
Balance Due: 2500.00 USD

Contacts

Role	Party
remit-to	Recmo 555 Remco Way Allentown,PA,18104 USA

Transactions

Ref#	Date	Description	Decrease	Increase
	2015-04-03	Qty:10 item:FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1 price:130.00 SoldTo:LowerMerionPoliceDepartment.r1		1300.00
	2015-04-03	OrderLine: 002-0000000001.r1		1200.00

Use Adobe Acrobat Reader to save a soft copy of the pdf document, or to print it.

3.1.4 Record Payment Received for Receivable

Ralph has received a check for \$2500 as payment in full for the 10 window units including installation. This section illustrates how Ralph records the payment.

There are two possible ways to record a payment:

1. As a deposit into the bank account
2. As a payment received against the A/R account

We will illustrate the 2nd approach, using the A/R account for the Lower Merion Police Department, from whom we received the check.

Select **Financials** > Account to display the Financial Account Finder. Specify Account Type ID = 'ar' and press the find button

Financial Account Finder

Account ID

Account Name

Account Type ID

Balance

Cleared Balance

Currency ID

Sub-Account Of

OwnerGroupId

RowId

Order By ASC 0 Max 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	accounts-receivable.r1	Accounts Receivable	ar	2500.00	USD		remco
<input type="checkbox"/>	LowerMerionPoliceDepartment.r1	Lower Merion Police Department	ar	2500.00	USD	accounts-receivable.r1	remco

(1..2)/2

page# actions reports

Drill-down on the Account ID for the Lower Merion Police Department. Then go to the Transactions tab

Financial Account Manager (Existing Data)

Lower Merion Police Department Transactions

Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupId
qYdN3qWwGVEU.r1	LowerMerionPoliceDepartment.r1	2015-04-03 08:28:34	1200.00		USD	OrderLine: 002-0000000001.r1	9H3x214AkqmQ.r1	remco
dpWl3vrigSf.r1	LowerMerionPoliceDepartment.r1	2015-04-03 08:28:32	1300.00		USD	Qty:10 Item:FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1 price:130.00 SoldTo:LowerMerionPoliceDepartment.r1	Mpbx3dxJFN9f.r1	remco

(1..2)/2

page#

Click on the receivePayment button

Account Transaction (New Unsaved Data)

Journal Entry ID

Account ID

Transaction Date

Check/Ref Num

Amount

Bank Account ID

Description

Fill in the fields similar to above and press the insertClose button

Financial Account Manager (Existing Data)								
Account Transactions Contacts Attributes Documents								
Lower Merion Police Department Transactions								
Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupID
q7dN3qWwGVEU.r1	LowerMerionPoliceDepartment.r1	2015-04-03 08:28:34	1200.00		USD	OrderLine: 002-0000000001.r1	9H3x214AkrmQ.r1	remco
rjpWi3rvig5f.r1	LowerMerionPoliceDepartment.r1	2015-04-03 08:28:32	1300.00		USD	Qty:10 Item:FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1 price:130.00 SoldTo:LowerMerionPoliceDepartment.r1	Mpbx3dxJFN9f.r1	remco
nAcD5shRxiR.r1	LowerMerionPoliceDepartment.r1	2015-04-03 00:00:00		2500.00	USD	Check from Lower Merion Police Department	uplNawg1xsZr.r1	remco
(1..3)/3								
first prev next last createReceivable receivePayment statement page# 0								

Notice the 3rd line above which records the decrease in the A/R account

Return to the Account tab

Financial Account Manager (Existing Data)	
Account Transactions Contacts Attributes Documents	
Account ID	LowerMerionPoliceDepart
Account Name	Lower Merion Police Department
Account Type ID	ar
Initial Balance	0.00
Initial Balance Date	
Balance	0.00
Currency ID	USD
Sub-Account Of	accounts-receivable.r1
delete refresh hidden recalc	

Notice that the Lower Merion Police Department's A/R account balance is now 0.00

3.1.5 Purchase Order Entry

Ralph sold off all of his inventory of window units in the prior sale. This section illustrates how Ralph enters a purchase order to acquire additional window units from Frigidaire.

Select **Operations > Order** from the menu, then press the new button to display the Order Manager

Order Manager (New Unsaved Data)

Order Lines Contacts Attributes Documents

Order ID Price Profile ID

Order Type ID* Total Cost

Status Currency ID

Order Date

Origin Loc ID

Destination Loc ID

Payment Account ID

Sku-In ID

Sku-Out ID

insertClose insertContinue refresh hidden

Ralph specified

- Order Type ID = PO
- Order Date
- Origin Location ID = Frigidaire
- Destination Location ID = Remco Headquarters
- Payment Account ID = A/P Account for Frigidaire

Press the insertContinue button and then go to the Lines tab and press the new button

Order Line Manager (New Unsaved Data)

Order Line SHU Lines

Order Line ID

Order ID*

Item ID*

Sku-In-Tx ID

Sku-Out-Tx ID

Journal Entry ID

Qty*

Price Profile ID

Unit Price

Currency ID

Description

insertClose insertContinue refresh hidden

Fill-in the Qty, Unit Price and Description fields.

In this case, Ralph is purchasing 10 units and \$100 each.

Press the insertClose button and then return to the Order tab and press the recalc button.

Order Manager (Existing Data)

Order	Lines	Contacts	Attributes	Documents
Order ID	0000000002.r1		Price Profile ID	
Order Type ID*	PO		Total Cost	1000.00
Status	new		Currency ID	USD
Order Date	2015-04-03 00:00			
Origin Loc ID	Frigidaire.r1			
Destination Loc ID	Recmo.r1			
Payment Account ID	Frigidaire.r1			
Sku-In ID				
Sku-Out ID				
<button>delete</button> <button>refresh</button> <button>hidden</button> <button>check</button> <button>recalc</button> <button>pdf</button> <button>receive</button>				

At this point we are assuming that the units have physically arrived at Remco headquarters. So Ralph clicks on the receive button to update inventory and create the appropriate financial transactions.

Order Manager (Existing Data)

Order	Lines	Contacts	Attributes	Documents
Order ID	0000000002.r1		Price Profile ID	
Order Type ID*	PO		Total Cost	1000.00
Status	received		Currency ID	USD
Order Date	2015-04-03 00:00			
Origin Loc ID	Frigidaire.r1			
Destination Loc ID	Recmo.r1			
Payment Account ID	Frigidaire.r1			
Sku-In ID	Ufp2hoCk7JcH.r1			
Sku-Out ID				
<button>refresh</button> <button>hidden</button> <button>check</button> <button>recalc</button> <button>pdf</button> <button>unReceive</button>				

The order is now locked.

Using the Inventory Finder, we see there are now 10 units in Inventory:

Inventory Finder

SKU ID

Item ID

Location ID

Qty

Min Qty

Total Cost

Currency ID

OwnerGroupId

RowId

Order By Offset Max

Inventory

	SKU ID	Item ID	Location ID	Qty	Min Qty	Total Cost	Unit Cost	Currency ID	OwnerGroupId
<input type="checkbox"/>	nLWOCYMCP4g8.r1	FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1	Recmo.r1	10	0	1000.00	100.00	USD	remco

(1..1)/1

page# actions

And using the Financial Account Finder, we see that we now have an A/P balance of \$1000 due to Frigidaire:

Financial Account Finder

Account ID

Account Name

Account Type ID ap

Balance

Cleared Balance

Currency ID

Sub-Account Of

OwnerGroupId

RowId

Order By Offset Max

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	accounts-payable.r1	Accounts Payable	ap	1000.00	USD		remco
<input type="checkbox"/>	Frigidaire.r1	Frigidaire	ap	1000.00	USD	accounts-payable.r1	remco

(1..2)/2

page# actions reports

3.1.6 Record Payment Made for Payable

Ralph has an outstanding A/P balance of \$1000 due to Frigidaire. This section illustrates how he records the payment made to reduce that A/P account to 0.

Use Financial Account Finder to find the A/P account for Frigidaire. Drill-down on the Account ID for Frigidaire. Then go into the Transactions tab

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

Frigidaire Transactions

Transaction ID	Account ID	Transaction Date	Decrease	Increase	Currency ID	Description	Journal Entry ID	OwnerGroupID
rR8pY6v5k4O.r1	Frigidaire.r1	2015-04-03 13:46:59		1000.00	USD	Inventory receive qty:10 item:FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1 location:Recmo.r1	fqk10yky5O1A.r1	remco

(1..1)/1


first prev next last createPayable makePayment page# 0 ▾

Click on the makePayment button

Account Transaction (New Unsaved Data)

Main


Journal Entry ID

Account ID  Frigidaire.r1

Transaction Date 2015-04-04 00:00

Check/Ref Num 1001

Amount 1000

Bank Account ID  pnc-bank.r1

Description Payment to Frigidaire for 10 window units

insertClose refresh hidden

Fill in the Account ID, Transaction Date, Check/Ref Num, Amount, Bank Account ID, and Description fields. Press the insertClose button

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

Frigidaire Transactions

Transaction ID	Account ID	Transaction Date	Decrease	Increase	Currency ID	Description	Journal Entry ID	OwnerGroupID
3EsNttbFr101.r1	Frigidaire.r1	2015-04-04 00:00:00	1000.00		USD	Payment to Frigidaire for 10 window units	fehTbc68oIVR.r1	remco
rR8pY6v5k4O.r1	Frigidaire.r1	2015-04-03 13:46:59		1000.00	USD	Inventory receive qty:10 item:FrigidaireFRA052XT75000-BTUMiniWindowAirConditioner.r1 location:Recmo.r1	fqk10yky5O1A.r1	remco

(1..2)/2

first prev next last createPayable makePayment page# 0 ▾

Return to the Account tab. Notice that the balance is now 0

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

Account ID

Frigidaire.r1

Account Name

Frigidaire

Account Type ID

ap

Initial Balance

0.00

Initial Balance Date

Balance

0.00

Currency ID

USD

Sub-Account Of

accounts-payable.r1

delete

refresh

hidden

recalc

And notice that we also now have a transaction recorded which decreases our bank account by \$1000

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

pnc-bank Transactions

Transaction ID	Account ID	Check/Ref Num	Transaction Date	Increase	Decrease	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupID
0du5mts5f4Dk.r1	pnc-bank.r1	1001	2015-04-04 00:00:00		1000.00	USD	Payment to Frigidaire for 10 window units	<input type="checkbox"/>	feHTbc68ojVR.r1	remco
pi9bon5aYeVM.r1	pnc-bank.r1	1001	2015-04-03 00:00:00	2500.00		USD	Check from Lower Merion Police Department	<input type="checkbox"/>	usiNawg1xxzr.r1	remco

(1..2)/2
first prev next last withdrawal deposit splitWithdrawal depositPaycheck mortgagePayment page# 0

3.1.7 Manage Hourly Sub-Contractors

Ralph uses hourly sub-contractors for installation work. Ralph pays Joe at a rate of \$50 per hour, but bills him out to the client at the standard Remco hourly rate of \$150 per hour. Ralph also reimburses Joe for mileage expenses. The sections that follow illustrate the use of the Projects (Project Time and Expense Reporting) application to manage the record keeping and financial transactions involved. Using the Projects application is an alternative to Joe invoicing Ralph: Joe instead enters his time and expenses into the system instead of sending Ralph an invoice.

If you do not think you need either timesheets or expense reports, skip ahead to section [Handling Sales Tax](#)

3.1.8 Setup for Projects Application

This section illustrates the pre-requisite setup steps required to utilize the Projects application for time and expense reporting. The table below summarizes the steps involved.

Step	Description
------	-------------

Setup Activities	Activities are usually verbs such as install, design, review, document , etc
Setup Tasks	A task is a step in completing a project. We will not use tasks in this example. Their use is optional.
Setup Users	We will add Joe as a Codamos user so he can enter his time and expenses.
Setup Project	A project is a defined set of work activities and/or tasks performed by resources. Resources bill time to projects in terms of activities (and optionally with tasks).
Setup A/P Accounts	We will need new A/P accounts for any new user who will be paid for time worked or reimbursed for expenses
Setup Resources	A resource is an instance of a Codamos user who may be optionally paid for his time and/or reimbursed for his expenses.
Setup Rates	In order for a user to bill time to a project, there must be a rate established in the system for the given project, resource, and activity (and optionally task). A resource is not permitted to bill time or expenses to a project without an established rate.
Set Additional Expense Accounts	During the process of running the Setup Wizard for the Group Administrator the system automatically established standard expense accounts for Remco. In this step, Ralph sets up an additional expense account for Mileage expenses. Joe's reimbursed mileage expenses will be recorded in this new account.

3.1.8.1 Setup Activities

This section illustrates the process of setting up Activities in the system. Ralph will setup a single activity called **install**.

Select **Projects > Setup > Activity** then press the new button

Activity Manager (New Unsaved Data)

Main

Activity ID:

Activity Name:

Press the insertClose button and then the find button

Activity Finder

Activity ID
begins with

Activity Name
begins with

OwnerGroupld
begins with

Rowld
begins with

find
clear
count
saveFinder
Order By
ASC
Offset 0
Max 100

Activities

	Activity ID	Activity Name	OwnerGroupld
<input type="checkbox"/>	install.r1	Install	remco/public

(1..1)/1
new
first
prev
next
last
edit
page# 0
actions

3.1.8.2 Setup Tasks

Ralph is not using Tasks for time tracking.

3.1.8.3 Setup Users

Joe does not yet have a User ID in the system. This section illustrates how to add Joe as a user so he can log in and enter his time and expenses.

Select **Group Admin > Configuration > User** and then press the **find** button

user Finder

User ID
begins with

password
begins with

Primary Group ID
begins with

User Preference ID
begins with

OwnerGroupld
begins with

Rowld
begins with

find
clear
count
saveFinder
Order By
ASC
Offset 0
Max 100

users

	User ID	password	Primary Group ID	User Preference ID	OwnerGroupld
<input type="checkbox"/>	admin.r1		remco	USA	remco-admin
<input type="checkbox"/>	guest.r1		remco/private	USA	remco
<input type="checkbox"/>	ralph.r1		remco	USA	remco

(1..3)/3
new
first
prev
next
last
edit
page# 0
actions

Drill-down on the User ID for guest

user Manager (Existing Data)

Main

User ID

guest.r1

password

Primary Group ID

remco/private

User Preference ID

USA

delete

refresh

hidden

replicate

ugroup_members

RowId	Group ID	User ID	Read Only?	OwnerGroupid
588	public	guest.r1	Y	remco
590	remco/private	guest.r1	N	remco
589	remco/public	guest.r1	Y	remco

(1..3)/3

new

first

prev

next

last

edit

page# 0 ▼

Press the replicate button

The page at localhost:2012 says:

Enter new User ID

joe

OK

Cancel

Enter the new User ID and press the OK button

user Finder

User ID

password

Primary Group ID

User Preference ID

OwnerGroupId

RowId

Order By Offset Max

users

	User ID	password	Primary Group ID	User Preference ID	OwnerGroupId
<input type="checkbox"/>	admin.r1		remco	USA	remco-admin
<input type="checkbox"/>	guest.r1		remco/private	USA	remco
<input type="checkbox"/>	joe.r1		remco/private	USA	remco
<input type="checkbox"/>	ralph.r1		remco	USA	remco

(1..4)/4

page# actions

Joe.r1 now exists as a new User. However, notice that Joe's primary group is not remco: rather Joe's primary group is remco/private. Joe's group is remco/private because Joe is isolated in the system. Joe has a limited menu, and is only permitted to access data that Joe himself has entered into the system. Joe is not permitted to see any other user's data.

Drill-down on the User ID for Joe

user Manager (Existing Data)

Main

User ID

password

Primary Group ID

User Preference ID

Specify a new password for Joe, then press the updateClose button. You will need to tell Joe what his User ID and password is as a pre-requisite to Joe using the system to enter his time and expenses.

3.1.8.4 Setup Project

In this section we illustrate how Ralph sets up a new Project for the Lower Merion Police Department.

Select **Projects > Setup > Project** then press the new button

Project Manager (New Unsaved Data)

Main

Project ID:

Project Name:

Bill-to Account ID:

Income Account ID:

Process Time?:

Process Expense?:

Task Required?:

Fill in the Project ID and Project Name, but leave the Bill-to Account ID, and Income Account ID unspecified: in this case we are only using the system to track Joe's time and expenses so we can pay Joe for his work. The client is billed based on the labor-hours which we entered previously on the 2nd sales order line. The client is not billed based on Joe's time entry in this case. In other situations where the client is being billed based on time entry, the Bill-to Account ID and Income Account ID would be specified.

Press the insertClose button and press the find button

Project Finder

Project ID:

Project Name:

Bill-to Account ID:

Income Account ID:

Process Time?:

Process Expense?:

Task Required?:

OwnerGroupId:

RowId:

Order By: ASC Max:

Projects

	Project ID	Project Name	Process Time ?	Process Expense ?	Task Required?	Bill-to Account ID	Income Account ID	OwnerGroupId
<input type="checkbox"/>	lowerMerionPoliceDept.r1	Lower Merion Police Department	Y	Y	N			remco/public

(1..1)/1

page# actions:

3.1.8.5 Setup A/P Accounts

In this section we illustrate how Ralph sets up a new A/P account for Joe.

Select **Financials > Account** and press the new button

Financial Account Manager (New Unsaved Data)

Account
Transactions
Contacts
Attributes
Documents

Account ID
joe

Account Name
A/P Account for Joe

Account Type ID
ap

Initial Balance

Initial Balance Date
2015-04-03 00:00

Balance

Cleared Balance

Currency ID

Sub-Account Of
accounts-payable.r1

insertClose
insertContinue
refresh
hidden

Fill in

- Account ID = User ID
- Account Name
- Account type = ap
- Sub-Account Of = accounts-payable

then press the insertClose button.

Financial Account Finder

Account ID
begins with

Account Name
begins with

Account Type ID
ap

Balance
begins with

Cleared Balance
begins with

Currency ID

Sub-Account Of

OwnerGroupid

Rowid
begins with

find
clear
count
saveFinder
Order By
ASC
Offset 0
Max 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupid
<input type="checkbox"/>	accounts-payable.r1	Accounts Payable	ap	0.00	USD		remco
<input type="checkbox"/>	Frigidaire.r1	Frigidaire	ap	0.00	USD	accounts-payable.r1	remco
<input type="checkbox"/>	joe.r1	A/P Account for Joe	ap	0.00	USD	accounts-payable.r1	remco

(1..3)/3
new
first
prev
next
last
edit
page# 0
actions
reports

We now have a newly added A/P account for Joe

3.1.8.6 Setup Labor Expense Accounts

In this section we illustrate how Ralph sets up new Expense accounts for tracking Labor expenses.

Ralph would like to keep track of how much he pays Joe in a separate account so Ralph can issue Joe a 1099 at the end of the year.

Select **Financials > Account** and press the new button

The screenshot shows the 'Financial Account Manager (New Unsaved Data)' window. It has a tabbed interface with 'Account' selected. The form contains the following fields and controls:

- Account ID:** wages-1099
- Account Name:** Wages paid to 1099 Independent Sub-Contractors
- Account Type ID:** expense (with a search icon)
- Initial Balance:** (empty field)
- Initial Balance Date:** (empty field)
- Balance:** (disabled grey field)
- Cleared Balance:** (disabled grey field)
- Currency ID:** (empty field with a search icon)
- Sub-Account Of:** (empty field with a search icon)
- Buttons:** insertClose, insertContinue, refresh, hidden

Fill in the fields in a manner similar to above, then press the insertClose button then press the new button again

Financial Account Manager (New Unsaved Data)

Account
Transactions
Contacts
Attributes
Documents

Account ID
joe-wages-1099
Account Name
Joe Wages Paid on 1099 basis
Account Type ID
expense
Initial Balance
Initial Balance Date
Balance
Cleared Balance
Currency ID
Sub-Account Of
wages-1099.r1
insertClose
insertContinue
refresh
hidden

Fill in the fields in a manner similar to above, then press the insertClose button. Then use the Financial Account Finder to look for accounts containing 1099 in the Account ID:

Financial Account Finder

Account ID
contains
1099
Account Name
begins with
Account Type ID
begins with
Balance
begins with
Cleared Balance
begins with
Currency ID
begins with
Sub-Account Of
begins with
OwnerGroupID
begins with
RowID
begins with
find
clear
count
saveFinder
Order By
ASC
Offset
0
Max
100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	joe-wages-1099.r1	Joe Wages Paid on 1099 basis	expense	0.00	USD	wages-1099.r1	remco
<input type="checkbox"/>	wages-1099.r1	Wages paid to 1099 Independent Sub-Contractors	expense	0.00	USD		remco

(1..2)/2
new
first
prev
next
last
edit
page#
0
actions
reports

We now have two new accounts for tracking wages paid on a 1099 basis.

3.1.8.7 Setup Resources

In this section we illustrate how Ralph sets up a new Resource record for Joe.

Select **Projects > Setup > Resource** and press the new button

Resource Manager (Existing Data)

Main

Resource ID:

Resource Name:

Active?:

User ID:

Remit-to Account ID:

Labor Expense Account ID:

Bill Expense?:

Reimburse Expense?:

Fill in the fields as shown above:

- Remit-to Account ID is set to Joe's A/P Account where we track money owed to Joe for wages and expenses
- Labor Expense Account ID is set to "joe-wages-1099" where we track money paid to Joe as a 1099 sub-contractor
- Bill Expense? is set to N because we are not re-billing Joe's expenses to the Lower Merion Police Department
- Reimburse Expense? is set to Y because we are reimbursing Joe for his Mileage expenses

Press the insertClose button and then the find button

Resource Finder

Resource ID:

Resource Name:

Active?:

User ID:

Remit-to Account ID:

Labor Expense Account ID:

Bill Expense?:

Reimburse Expense?:

OwnerGroupId:

RowId:

Order By: Offset: Max:

Resources

	Resource ID	Resource Name	User ID	Remit-to Account ID	Labor Expense Account ID	Active ?	Bill Expense ?	Reimburse Expense ?	OwnerGroupId
<input type="checkbox"/>	joe.r1	Joe	joe.r1	joe.r1	joe-wages-1099.r1	Y	N	Y	remco/public

(1..1)/1

page: actions:

We now have a newly added resource record for Joe

3.1.8.8 Setup Rates

In this section we illustrate how Ralph sets up a Rate record for Joe. The rate record tells the system that Joe is authorized to bill his time and expenses to a particular project and activity (and optionally task). The system prevents Joe from billing time or expenses in an unauthorized manner.

Select **Projects > Setup > Project Rate** and press the new button

The screenshot shows the 'Project Rate Manager (New Unsaved Data)' window. It has a 'Main' tab and several input fields. The 'proj_rate_id' field is empty. The 'Project ID' field contains 'lowerMerionPoliceDept.r1'. The 'Activity ID' field contains 'install.r1'. The 'Resource ID' field contains 'joe.r1'. The 'Task ID' field is empty. The 'Rate' field contains '0'. The 'Buy Rate' field contains '50'. The 'rank' field is empty. The 'Currency ID' field is empty. At the bottom, there are four buttons: 'insertClose', 'insertContinue', 'refresh', and 'hidden'.

Fill in:

- Project ID = LowerMerionPoliceDept
- Activity ID = install
- Resource ID = joe
- Rate = 0
- Buy Rate = 50

In this case the Rate is set to 0 because we are not billing the customer directly for Joe's time. Instead, the customer is being billed based on the 2nd order-line entered previously for installation labor. The Buy Rate is set to 50 because we are buying Joe's time at a rate of \$50 per hour. The Task ID is left unspecified because we are not using Tasks in this case. Tasks are optional.

Press the insertClose button and then the find button

Project Rate Finder

proj_rate_id

begins with

Project ID

begins with

Activity ID

begins with

Resource ID

begins with

Task ID

begins with

Rate

begins with

Buy Rate

begins with

rank

begins with

Currency ID

begins with

OwnerGroupId

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Project Rates

	proj_rate_id	Project ID	Activity ID	Resource ID	Task ID	Rate	Buy Rate	rank	Currency ID	OwnerGroupId
<input type="checkbox"/>	k3FCb1qo9z6A.r1	lowerMerionPoliceDept.r1	install.r1	joe.r1	%r1	0.00	50.00	0	USD	remco/public

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

We now have a new rate in the system authorizing Joe to bill his time to the Lower Merion Police Department project using the activity of **install**. Joe will be paid at a rate of \$50 per hour.

3.1.8.9 Setup Additional Expense Accounts

In this step, Ralph sets up an additional expense account for Mileage expenses. Joe's reimbursed mileage expenses will be recorded in this new account.

Select Financials > Account then press the new button

Financial Account Manager (New Unsaved Data)

Account

Transactions

Contacts

Attributes

Documents

Account ID

mileage-expense

Account Name

Mileage Expense

Account Type ID

expense

Initial Balance

Initial Balance Date

Balance

Cleared Balance

Currency ID

Sub-Account Of

insertClose

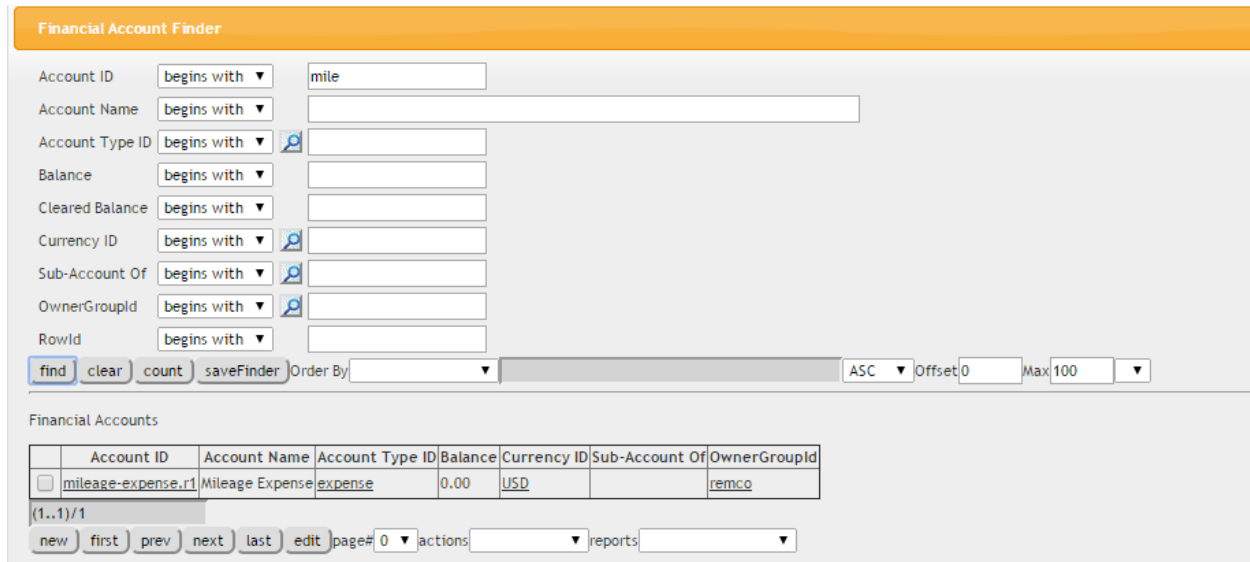
insertContinue

refresh

hidden

Fill in the Account ID, Account Name, and Account Type ID as shown above and press the insertClose button.

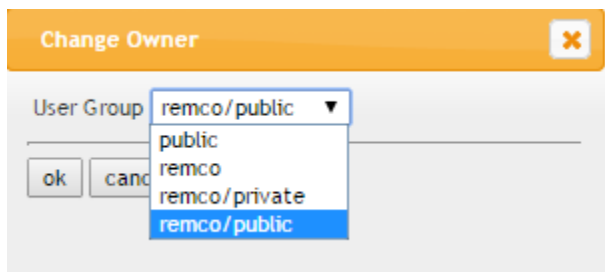
Specify **mile** in the Account ID field and press the find button.



The Financial Account Finder interface features a search form with the following fields: Account ID (beginning with 'mile'), Account Name, Account Type ID, Balance, Cleared Balance, Currency ID, Sub-Account Of, OwnerGroupID, and RowID. Each field has a 'begins with' dropdown and a search icon. Below the form are buttons for 'find', 'clear', 'count', and 'saveFinder', along with sorting options (Order By, ASC, Offset, Max). The results section, titled 'Financial Accounts', displays a table with columns: Account ID, Account Name, Account Type ID, Balance, Currency ID, Sub-Account Of, and OwnerGroupID. The first result is 'mileage-expense.r1' with a balance of 0.00 USD and owner 'remco'. Navigation buttons (new, first, prev, next, last, edit) and pagination controls (page# 0, actions, reports) are at the bottom.

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	mileage-expense.r1	Mileage Expense	expense	0.00	USD		remco

In the actions drop-down list, select **chown** (which is an abbreviation for change-owner).



The Change Owner dialog box has a title bar with a close button. It contains a 'User Group' dropdown menu currently showing 'remco/public'. The dropdown list is open, showing options: 'public', 'remco', 'remco/private', and 'remco/public' (highlighted). There are 'ok' and 'cancel' buttons at the bottom left.

Select remco/public and press the ok button. Press the find button to redisplay finder results

Financial Account Finder

Account ID: begins with
 Account Name: begins with
 Account Type ID: begins with
 Balance: begins with
 Cleared Balance: begins with
 Currency ID: begins with
 Sub-Account Of: begins with
 OwnerGroupId: begins with
 RowId: begins with
 Order By: ASC Offset: Max:

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	mileage-expense.r1	Mileage Expense	expense	0.00	USD		remco/public

(1..1)/1
 page# actions: reports:

Notice that the account record for mileage-expense now has an OwnerGroupId of remco/public instead of remco. We must make the mileage-expense account record “public” so that Joe can access that account. The other accounts are invisible to Joe. In this case, Joe will be prevented from entering any expense other than mileage expenses, since mileage-expense is the only public expense account.

3.1.8.10 Setup Approvers

Only specific users in the system called **approvers** are permitted to approve timesheets and expense reports. This section illustrates how Ralph sets up himself as an approver. Ralph can do this because Ralph is a Group Administrator.

Select **Projects > Setup > Approver** and press the new button


Approver Manager (New Unsaved Data)

Main

User ID:
 Time Approver?:
 Expense Approver?:


Ralph fills in his User ID and presses the insert Close button and then the find button

Approver Finder

User ID: begins with 

Time Approver?: begins with

Expense Approver?: begins with

OwnerGroupId: begins with 

RowId: begins with

Order By: 0 100

Approvers

	User ID	Time Approver?	Expense Approver?	OwnerGroupId
<input type="checkbox"/>	ralph.r1	Y	Y	remco

(1..1)/1

page# 0

Ralph is now permitted to approve timesheets and expense reports.

3.1.9 Communication of Login Instructions

In the previous section Ralph setup a user id in the system for Joe. Ralph needs to communicate instructions to Joe for logging into Codamos. This section contains suggested email content for communicating login information to Joe.

Hi Joe,


I have setup a Codamos account for you so you can enter your time and expenses. Your User Id is **joe.r1** and your initial password is **<put-password-here>**. You must change your password after logging in. The URL for codamos is <http://codamos.com:2012>. Use either the Chrome or Firefox browsers. Follow the attached instructions for entering your time and expenses.


Regards, Ralph


3.1.10 Login and Change Password

This section illustrates how Joe logs in and changes his password.

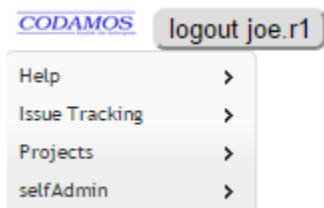
Joe logs in with the Username and Password communicated to him previously

Login 

Username: 

Password: 

Notice that Joe's menu is much reduced compared to Ralph's. This is because Joe's primary group is remco/private instead of remco. Users in the private sub-group are isolated in the system. They can only access their own data.



Joe selects selfAdmin > Change Password

A screenshot of a 'Change Own Password' dialog box. The title bar is orange and says 'Change Own Password'. Inside, there is a text input field labeled 'New Password' containing several dots to mask the password. Below the field are two buttons: 'Ok' and 'Cancel'.

Joe enters his new password and presses the Ok button

3.1.11 Timesheet Entry

This section illustrates how Joe enters his time into the system.

Select **Projects > Timesheet Entry** and press the new button

A screenshot of the 'Timesheet Manager (New Unsaved Data)' window. The window has an orange title bar. Inside, there is a 'Main' tab. Below the tab are several input fields: 'Timesheet ID', 'Description' (containing 'Lower Merton Police Depa'), 'Start Date' (containing '2015-03-30'), 'Hours', and 'Status'. Below these fields are four buttons: 'insertClose', 'insertContinue', 'refresh', and 'hidden'. At the bottom of the window is a 'Time Entries' section. It contains a table with columns: 'Time Entry ID', 'Timesheet ID', 'Project ID', 'Activity ID', 'Resource ID', 'Task ID', 'hrs1', 'hrs2', 'hrs3', 'hrs4', 'hrs5', 'hrs6', 'hrs7', 'Tot Hrs', and 'OwnerGroupID'. Below the table are navigation buttons: 'new', 'first', 'prev', 'next', 'last', 'edit', and a 'page#' dropdown menu.

Fill in the Description and Start Date fields. By default, the Start Date must correspond to the Monday of the week in which the work occurred. (The system can be configured to permit the Start Date to fall on a day other than Monday if desired).

Now press the InsertContinue button

The screenshot shows the 'Timesheet Manager (Existing Data)' window. It has a 'Main' tab. The form contains the following fields: Timesheet ID (150330-joe.r1), Description (Lower Merion Police Depa), Start Date (2015-03-30), Hours (0.0), and Status (unsubmitted). Below these fields are buttons for 'delete', 'refresh', and 'hidden'. A 'Time Entries' section at the bottom shows a table with columns: Time Entry ID, Timesheet ID, Project ID, Activity ID, Resource ID, Task ID, 03-30 Hrs, 03-31 Hrs, 04-01 Hrs, 04-02 Hrs, 04-03 Hrs, 04-04 Hrs, 04-05 Hrs, Tot Hrs, and OwnerGroupID. At the bottom of the table are navigation buttons: 'new', 'first', 'prev', 'next', 'last', 'edit', and a 'pages' dropdown showing '0'.

Notice that the system as automatically filled in the Timesheet ID, Hours, and Status fields.

Press the new button

The screenshot shows the 'Time Entry Manager (New Unsaved Data)' window. It has a 'Main' tab. The form is divided into two columns. The left column contains: Time Entry ID (empty), Timesheet ID (150330-joe.r1), Project ID (lowerMerionPoliceDept.r1), and a list of hours for dates 03-30 Hrs through 04-05 Hrs, with '8' entered for 04-02 Hrs. The right column contains: Resource ID (joe.r1), Activity ID (install.r1), Task ID (empty), and a list of descriptions for dates 03-30 Descr through 04-05 Descr, with 'install 10 window units' entered for 04-02 Descr. At the bottom are buttons for 'insertClose', 'insertContinue', 'refresh', and 'hidden'. A 'Tot Hrs' field is visible on the right side.

Joe fills in the:

- Project ID
- Resource ID
- Activity ID
- Hours worked
- Description

The drop-down lists for Project ID, Resource ID, and Activity ID are limited as a function of the rates you have setup in the system. Since Joe only has a rate for doing install work on the Lower Merion Police Department project, the lists in this case are limited to one selection only.

Press the insertClose button

Timesheet Manager (Existing Data)

Main

Timesheet ID

150330-joe.r1

Description

Lower Merion Police Depa

Start Date

2015-03-30

Hours

8.0

Status

unsubmitted

delete

refresh

hidden

submit

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
AGDUANDMCsYO	150330-joe	lowerMerionPoliceDept	install	joe	na	0.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	remco/private

(1..1)/1

new

first

prev

next

last

edit

page# 0 ▾

Press the submit button

Timesheet Manager (Existing Data)

Main

Timesheet ID

150330-joe.r1

Description

Lower Merion Police Depa

Start Date

2015-03-30

Hours

8.0

Status

submitted

refresh

hidden

unSubmit

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
AGDUANDMCsYO	150330-joe	lowerMerionPoliceDept	install	joe	na	0.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	remco/private

first

prev

next

last

page# 0 ▾

Notice that the submitted timesheet is now read-only. All the fields are grayed-out and the new button has been removed. This completes the timesheet entry process for Joe.

3.1.12 Timesheet Approval

This section illustrates how Ralph approves a timesheet previously submitted by Joe.

Ralph uses the Timesheet Finder to find all submitted timesheets as shown below

Timesheet Finder

Timesheet ID
begins with

Description
begins with

Start Date
begins with

End Date
begins with

Hours
begins with

Status
begins with
submitted

OwnerGroupId
begins with

InsertUserId
begins with

RowId
begins with

find
clear
count
saveFinder
Order By
ASC
Offset: 0
Max: 100

Timesheets

	Timesheet ID	Description	Start Date	End Date	Hours	Status	OwnerGroupId	InsertUserId
<input type="checkbox"/>	150330-joe.r1	Lower Merion Police Department	2015-03-30	2015-04-06	8.0	submitted	remco/private	joe.r1

(1..1)/1

new
first
prev
next
last
edit
page# 0
actions
reports

Drill into the Timesheet

Timesheet Manager (Existing Data)

Main
Time
Attributes

Timesheet ID
150330-joe.r1

Description
Lower Merion Police Depa

Start Date
2015-03-30

End Date
2015-04-06

Hours
8.0

Status
submitted

delete
refresh
hidden
recalc

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	Owner
AGDUANDMCsYO	150330-joe	lowerMerionPoliceDept	install	joe	na	0.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	remco/p

(1..1)/1

new
first
prev
next
last
edit
page# 0

Change the Status from submitted to approved

Timesheet Manager (Existing Data)

MainTimeAttributes

Timesheet ID

150330-joe.r1

Description

Lower Merion Police Depa

Start Date

2015-03-30

End Date

2015-04-06

Hours

8.0

Status

approved

updateClose

updateContinue

delete

refresh

hidden

recalc

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	Owner
AGDUANDMCsYO	150330-joe	lowerMerionPoliceDept	install	joe	na	0.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	remco/

(1..1)/1

new

first

prev

next

last

edit

page# 0

Press the updateClose button

Timesheet Finder

Timesheet ID

begins with

Description

begins with

Start Date

begins with

End Date

begins with

Hours

begins with

Status

begins with

submitted

OwnerGroupID

begins with

InsertUserID

begins with

RowID

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Timesheets

Timesheet ID	Description	Start Date	End Date	Hours	Status	OwnerGroupID	InsertUserID
--------------	-------------	------------	----------	-------	--------	--------------	--------------

new

first

prev

next

last

edit

page# 0

actions

reports

There are no longer any more submitted timesheets

3.1.13 Timesheet Processing

An approved timesheet may be **processed** by the system to convert time entries into financial transactions. There are two methods available for processing timesheets: (1) Using the **process** button on the Timesheet Manager (2) Using the **project-accounting** background job. [replace this with hyperlink] This section illustrates the use of the process button.

We now illustrate how to process a timesheet.

Use the Timesheet Finder to find approved timesheets

Timesheet Finder

Timesheet ID

begins with

Description

begins with

Start Date

begins with

End Date

begins with

Hours

begins with

Status

begins with

approved

OwnerGroupId

begins with

InsertUserId

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Timesheets

	Timesheet ID	Description	Start Date	End Date	Hours	Status	OwnerGroupId	InsertUserId
<input type="checkbox"/>	150330-joe.r1	Lower Merion Police Department	2015-03-30	2015-04-06	8.0	approved	remco/private	joe.r1

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

reports

Drill down into one of the approved timesheets

Timesheet Manager (Existing Data)

Main

Time

Attributes

Timesheet ID

150330-joe.r1

Description

Lower Merion Police Depa

Start Date

2015-03-30

End Date

2015-04-06

Hours

8.0

Status

approved

delete

refresh

hidden

recalc

process

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupId
AGDUANDMCsYO	150330-joe	lowerMerionPoliceDept	install	joe	na	0.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	remco/private

(1..1)/1

new

first

prev

next

last

edit

page#

0

Press the process button.

Timesheet Manager (Existing Data)

Timesheet ID:
 Description:
 Start Date:
 End Date:
 Hours:
 Status:

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
AGDUANDMCsYO	150330-joe	lowerMerionPoliceDept	install	joe	na	0.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	remco/private

(1..1)/1

page# 0

Notice that the status of the timesheet has changed from approved to processed.

Now use the Financial Account Finder to find the A/P account for Joe.

Financial Account Finder

Account ID:
 Account Name:
 Account Type ID:
 Balance:
 Cleared Balance:
 Currency ID:
 Sub-Account Of:
 OwnerGroupID:
 RowID:

Order By:
 Offset:
 Max:

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	accounts-payable.r1	Accounts Payable	ap	400.00	USD		remco
<input type="checkbox"/>	Frigidaire.r1	Frigidaire	ap	0.00	USD	accounts-payable.r1	remco
<input type="checkbox"/>	joe.r1	A/P Account for Joe	ap	400.00	USD	accounts-payable.r1	remco

(1..3)/3

page# 0
 actions:
 reports:

Notice that the balance due to joe is now \$400. Ralph will eventually pay Joe his \$400 and record the payment using the same steps as described previously in [Record Payment Made for Payable](#)

3.1.14 Expense Report Entry

This section illustrates how Joe enters his expense report to get reimbursed for his mileage expenses.

Select **Projects > Expense Report Entry** and press the new button

Expense Report Manager (New Unsaved Data) ✕

Expense Report Expenses Documents

Expense Report ID
Description
Start Date
End Date
Amount
Currency ID
Status

Fill in the Description, Start Date, and End Date fields. The date of any expenses subsequently entered on this expense report must fall within the Start and End Date.

Press the insertContinue button

Expense Report Manager (Existing Data) ✕

Expense Report Expenses Documents

Expense Report ID
Description
Start Date
End Date
Amount
Currency ID
Status

The system updates the status of the expense report to unsubmitted. Now go to the Expenses tab and press the new button

Project Expense Manager (New Unsaved Data)

Main

Expense Report ID: 9MtvLdjoe.r1

Project ID: lowerMerionPoliceDept.r1

Expense Account ID: mileage-expense.r1

Resource ID: joe.r1

Date: 2015-04-01 00:00

Amount: 22.80

Currency ID: USD

Description: 40 miles at 0.57 per mile

insertClose insertContinue refresh hidden

Fill in the Project ID, Expense Account ID, Resource ID, Date, Amount, and Description. In this case Joe is limited to selecting the lowerMerionPoliceDept project, the mileage-expense Account ID, and himself as the resource. The drop-down lists are limited to those items for which Joe is authorized to utilize via the setup activities previously performed by Ralph and described in [Setup for Projects Application](#)

Press the insertClose button

Expense Report Manager (Existing Data)

Expense Report Expenses Documents

Project Expenses

Line ID	Expense Report ID	Project ID	Expense Account ID	Resource ID	Date	Amount	Currency ID	Billable ?	Reimburse ?	Description
111ihPmxmg1g.r1	9MtvLdjoe.r1	lowerMerionPoliceDept.r1	mileage-expense.r1	joe.r1	2015-04-01 00:00:00	22.80	USD	N	Y	40 miles at 0.57 per mile
(1..1)/1										

new first prev next last edit page# 0

Notice that the Billable? field is set to N but the Reimburse? field is set to Y. When this expense report is processed, an additional \$22.80 will be added to Joe's A/P account, but nothing will be added to any customer A/P account. In this case, the customer is paying for labor via the 2nd line on the sales order.

Return to the Expense Report tab

Expense Report Manager (Existing Data)

Expense Report Expenses Documents

Expense Report ID 9MtvLdjoe.r1
Description Lower Merion Police Department Mileage Expenses
Start Date 2015-03-30 00:00
End Date 2015-04-03 00:00
Amount 22.80
Currency ID USD
Status unsubmitted
delete refresh hidden submit

Press the submit button

Expense Report Manager (Existing Data)

Expense Report Expenses Documents

Expense Report ID 9MtvLdjoe.r1
Description Lower Merion Police Department Mileage Expenses
Start Date 2015-03-30 00:00
End Date 2015-04-03 00:00
Amount 22.80
Currency ID USD
Status submitted
refresh hidden unSubmit

This completes the expense report entry process

3.1.15 Expense Report Approval and Processing

The processes for approving and processing of expense reports follow a similar pattern to those previously described for time sheets so we leave these steps as an exercise to the reader.

3.1.16 Handling Sales Tax

To keep things simple, the example sales order covered previously glossed over the sales tax issue. We now make the example more realistic by showing how to account for sales tax. We will add a 3rd order line to account for state sales tax, which Ralph will collect from the customer and remit to the State of Pennsylvania in this case.

3.1.16.1 Create A/P Tax Account

In our example, Ralph needs to collect 6% Pennsylvania Sales tax on the 10 window units. Ralph must create an A/P account for the Pennsylvania Department of Revenue, as shown below

The screenshot shows the 'Financial Account Manager (Existing Data)' window. It has a tabbed interface with 'Account' selected. The form contains the following fields and values:

Field	Value
Account ID	pa-dept-of-rev.r1
Account Name	Pennsylvania Department of Revenue A/P Account
Account Type ID	ap
Initial Balance	0.00
Initial Balance Date	
Balance	0.00
Currency ID	USD
Sub-Account Of	accounts-payable.r1

At the bottom of the form are four buttons: delete, refresh, hidden, and recalc.

3.1.16.2 Create Tax Item

Ralph creates a special tax item called pa-sales-tax, as shown below:

The screenshot shows the 'Item Manager (Existing Data)' window. It has a tabbed interface with 'Item' selected. The form contains the following fields and values:

Field	Value
Item ID*	pa-sales-tax.r1
Item Name	PA Sales Tax
Physical Spec ID	
Track Inventory?	N

At the bottom of the form are three buttons: delete, refresh, and hidden.

Notice that The Physical Spec ID is left unspecified, and Track Inventory is set to N.

3.1.16.3 Link Tax Item to the Tax A/P Account

Ralph links the pa-sales-tax item to the A/P Account for the Pennsylvania Department of Revenue, as illustrated below:

Select **Financials > Setup > Item Financial Account** and press the new button

Item Financial Account Manager (New Unsaved Data)

Main

Item ID

pa-sales-tax.r1

Tax Account ID

pa-dept-of-rev.r1

insertClose

insertContinue

refresh

hidden

Fill in the Item ID and Tax Account ID as shown above (or similar) to link the tax item with its associated A/P account

Press the insertClose button and then the find button

Item Financial Account Finder

Item ID

begins with

Tax Account ID

begins with

OwnerGroupId

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Item Financial Accounts

	Item ID	Tax Account ID	OwnerGroupId
<input type="checkbox"/>	pa-sales-tax.r1	pa-dept-of-rev.r1	remco

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

The tax item is now linked to its associated A/P account.

3.1.16.4 Add a Tax Order Line

This section illustrates the additional sales order line that Ralph added for 6% sales tax on the 10 window units.

Order Line Manager (Existing Data) ✕

Order Line SHU Lines

Order Line ID 003-0000000001.r1
Order ID* 0000000001.r1
Item ID* pa-sales-tax.r1
Sku-In-Tx ID
Sku-Out-Tx ID
Journal Entry ID
Qty* 1
Price Profile ID standard.r1
Unit Price 78.00
Currency ID USD
Description 6% PA Sales Tax on \$1300 for 10 window units
delete refresh hidden

The Amount of the tax is \$78 which is 6% of \$1300. \$1300 is 10 window units at \$130 each.

With the extra \$78 in tax, the total amount of the order increases from \$2500 to \$2578.

Order Manager (Existing Data)

Order Lines Contacts Attributes Documents

Order ID 0000000001.r1 Price Profile ID standard.r1
Order Type ID* SO Total Cost 2578.00
Status new Currency ID USD
Order Date 2015-04-02 00:00
Origin Loc ID Recmo.r1
Destination Loc ID LowerMerionPoliceDepart
Payment Account ID LowerMerionPoliceDepart
Sku-In ID
Sku-Out ID
delete refresh hidden check recalc pdf pickRelease

Ralph needs to collect an extra \$78 from the Lower Merion Police Department, and Ralph owes that \$78 to the Pennsylvania Department of Revenue, whose A/P account is shown below.

Financial Account Finder

Account ID
begins with

Account Name
begins with

Account Type ID
begins with
ap

Balance
begins with

Cleared Balance
begins with

Currency ID
begins with

Sub-Account Of
begins with

OwnerGroupld
begins with

Rowld
begins with

find
clear
count
saveFinder
Order By
ASC
Offset: 0
Max: 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupld
<input type="checkbox"/>	accounts-payable.r1	Accounts Payable	ap	500.80	USD		remco
<input type="checkbox"/>	Frigidaire.r1	Frigidaire	ap	0.00	USD	accounts-payable.r1	remco
<input type="checkbox"/>	joe.r1	A/P Account for Joe	ap	422.80	USD	accounts-payable.r1	remco
<input type="checkbox"/>	pa-dept-of-rev.r1	Pennsylvania Department of Revenue A/P Account	ap	78.00	USD	accounts-payable.r1	remco

(1..4)/4

new
first
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next
last
edit
page# 0
actions
reports

3.1.17 Record Payment Made for Expense

This section illustrates how Ralph records payments made for normal expenses like the monthly rent for his office space.

Select Financials > Account and the search for bank accounts

Financial Account Finder

Account ID
begins with

Account Name
begins with

Account Type ID
begins with
bank

Balance
begins with

Cleared Balance
begins with

Currency ID
begins with

Sub-Account Of
begins with

OwnerGroupld
begins with

Rowld
begins with

find
clear
count
saveFinder
Order By
ASC
Offset: 0
Max: 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupld
<input type="checkbox"/>	pnc-bank.r1	pnc-bank	bank	6500.00	USD		remco

(1..1)/1

new
first
prev
next
last
edit
page# 0
actions
reports

Drill down into the bank account and go to the Transactions tab

Financial Account Manager (Existing Data) ✕

Account Transactions Contacts Attributes Documents

pnc-bank Transactions

Transaction ID	Account ID	Check/Ref Num	Transaction Date	Increase	Decrease	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupID
0du5mts5f4Dk.r1	pnc-bank.r1	1001	2015-04-04 00:00:00		1000.00	USD	Payment to Frigidaire for 10 window units	<input type="checkbox"/>	fehTbc68ojVR.r1	remco
pi9bon5gYe/W.r1	pnc-bank.r1	1001	2015-04-03 00:00:00	2500.00		USD	Check from Lower Merion Police Department	<input type="checkbox"/>	usiNawg1xszz.r1	remco
(1..2)/2										
first prev next last withdrawal deposit splitWithdrawal depositPaycheck mortgagePayment page# 0 ▼										

Press the withdrawal button

Account Transaction (New Unsaved Data)	
Main	
Journal Entry ID	<input type="text"/>
Account ID	<input type="text" value="pnc-bank.r1"/>
Transaction Date	<input type="text" value="2015-04-04 00:00"/>
Check/Ref Num	<input type="text" value="1002"/>
Amount	<input type="text" value="1500"/>
Expense Account ID	<input type="text" value="rent.r1"/>
Description	<input type="text" value="April 2015 Rent"/>
insertClose refresh hidden	

Fill in the Transaction Date, Check/Ref Num, Amount, Expense Account ID, and Description fields, then press the insertClose button

Financial Account Manager (Existing Data)

AccountTransactionsContactsAttributesDocuments

pnc-bank Transactions

Transaction ID	Account ID	Check/Ref Num	Transaction Date	Increase	Decrease	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupID
0du5mts5f4Dk.r1	pnc-bank.r1	1001	2015-04-04 00:00:00		1000.00	USD	Payment to Frigidaire for 10 window units	<input type="checkbox"/>	fehTbc68ojVR.r1	remco
8x4GDTufk5AN.r1	pnc-bank.r1	1002	2015-04-04 00:00:00		1500.00	USD	April 2015 Rent	<input type="checkbox"/>	brvKESoPPimn.r1	remco
pi9bon5gYe/W.r1	pnc-bank.r1	1001	2015-04-03 00:00:00	2500.00		USD	Check from Lower Merion Police Department	<input type="checkbox"/>	usiNawg1xszz.r1	remco

(1..3)/3

firstprevnextlastwithdrawaldepositsplitWithdrawaldepositPaycheckmortgagePaymentpage# 0 ▼

The bank account is decreased by \$1500 and the rent expense account is increased by \$1500:

Financial Account Finder

Account ID

begins with ▼

rent

Account Name

begins with ▼

Account Type ID

begins with ▼

Balance

begins with ▼

Cleared Balance

begins with ▼

Currency ID

begins with ▼

Sub-Account Of

begins with ▼

OwnerGroupId

begins with ▼

RowId

begins with ▼

find

clear

count

saveFinder

Order By ▼

ASC ▼

Offset 0

Max 100 ▼

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	rent.r1	Rent	expense	1500.00	USD		remco

(1..1)/1

new

first

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next

last

edit

page# 0 ▼

actions ▼

reports ▼

3.1.18 Reporting

This section illustrates the process of generating an Income Statement, Balance Sheet, and Cash Flow Statement for Remco.

3.1.18.1 Income Statement

This section illustrates the process of generating an Income Statement for Remco.

Select **Financials > Report > Income Statement** from the menu

Income Statement Dialog (New Unsaved Data)

Main

Description

Remco

Start Date

2015-01-01 00:00

End Date

2015-12-31 23:59

report

Fill in the Start and End Date then Press the report button

Remco
Income Statement for 2015-01-01 to 2015-12-31

Income

Account	Amount
Sales Income	1300.00
Service Income	1200.00
Total Income	2500.00

Expenses

Account	Amount
Cost Of Goods Sold	1000.00
Rent	1500.00
Mileage Expense	22.80
Wages paid to 1099 Independent Sub-Contractors	400.00
Total Expense	2922.80

Net Income

Account	Amount
Net Income	- 422.80

So far, Ralph had \$1300 in income from selling the 10 window units, and \$1200 for installing them. On the Expense side, his cost for the 10 window units was \$1000, \$1500 for rent, \$22.80 for mileage expenses reimbursed to Joe, \$400 in wages paid to Joe. His total expenses exceeded his income for a loss of -422.80.

3.1.18.2 Balance Sheet

Select **Financials > Report > Balance Sheet**

Balance Sheet Dialog (New Unsaved Data)

Main

Description

End Date

Fill in the End Date then press the report button

Remco
Balance Sheet as of 2015-12-31

Assets

Account	Amount
pnc-bank	5000.00
Accounts Receivable	78.00
Inventory	1000.00
Total Assets	6078.00

Liabilities

Account	Amount
Accounts Payable	500.80
Total Liabilities	500.80

Equity

Account	Amount
Total Equity	5577.20

3.1.18.3 Cash Flow Statement

Select Financials > Report > Cash Flow Statement

Cash Flow Statement Dialog (New Unsaved Data)

Main

Description

Remco

Start Date

2015-01-01 00:00

End Date

2015-12-31 00:00

report

Fill in the Start and End Date and press the report button

Remco
Cash Flow Statement for 2015-01-01 to 2015-12-31

Sources of Cash

Account	Amount
Lower Merion Police Department	2500.00
Total Increase in Cash	2500.00

Uses of Cash

Account	Amount
Frigidaire	1000.00
Rent	1500.00
Total Decrease in Cash	2500.00

Net Cash Flow

Account	Amount
Net Cash Flow	.00

Notice the difference between Remco's Net Cash Flow (which is zero) and its Net Income (which is a loss). This difference is because at the time of generating the Cash Flow Statement, Ralph still owed Joe his wages and expense reimbursements.

3.2 Eagle Legal Services

This use case is relevant to you if you run any type of fee-for-service business, billing clients for your time and/or expenses.

Eagle Legal Services specializes in providing legal services for technology entrepreneurs. Fred Eagle, the Managing Partner of Eagle Legal, utilizes the Codamos applications to run his business. Fred takes particular advantage of the Codamos collaborative features to allow his clients to safely login to Codamos with read-only access in order to have continuous visibility to how Fred is billing his time, and how much money they owe Fred at any given moment.

3.2.1 Setup Wizard

The section shows how Fred uses the setup wizard during his first use of Codamos.

Log into Codamos following section [Logging Into Codamos](#)

Select **Financials > Setup Wizard**

Setup Wizard View (Existing Data)

Main

Group ID eagle

Welcome to the Codamos Setup Wizard, which guides you through the initial setup process, including:

- ☐ Setup Wizard Introduction
- ☐ Setup Group Administrator
- ☐ Setup Chart of Accounts
- ☐ Setup Inventory Configuration
- ☐ Setup Headquarters Location
- ☐ Setup Bank Account
- ☐ Setup Inventory
- ☐ Setup Customer and Vendor Locations

next

Press the next button

Create Group Admin User (New Unsaved Data)

Main

In this step you can optionally create a new user id for yourself to use in the future. If you want to create a new user id for yourself, fill in the User ID and password fields below. Or if you prefer to continue to use the default admin user, then leave the User ID field blank. Press the next button to continue.

User ID fred

password

next

Specify your new User ID and password then press the next button.

Note: Codamos will automatically append the .e1 suffix to the new User ID, so when fred logs in he will specify **fred.e1** as his User ID and not plain **fred**

Select Chart of Accounts (New Unsaved Data)

Main

Select the Chart of Accounts ID that is the best fit for your business. If you are using Codamos for personal use only, select standard-individual. Otherwise select either typical-product-business or typical-service-business.

Chart of Accounts ID typical-service-business

next

Select **typical-service-business** and press the next button

Setup Accounting Configuration (New Unsaved Data)

Main

Specify your company name and the date you started your business, then make a selection for the remaining fields.
If you track inventory, specify responses for all fields.
If you do not track inventory, you may leave the Inventory Account ID field unspecified.
If you are not sure of what to select in a particular field, do not worry, you can always change it later using the Financials > Setup > Accounting Configuration menu selection.

Company Name Eagle Legal Services

Start Date 2015-04-01 00:00

Inventory Account ID inventory.e1 inventory.e1 ▼

Cost of Goods Sold Account ID cost-of-goods-sold.e1 cost-of-goods-sold.e1 ▼

Cost of Goods Taken Account ID cost-of-goods-taken.e1 cost-of-goods-taken.e1 ▼

Sales Income Account ID sales-income.e1 sales-income.e1 ▼

Services Income Account ID service-income.e1 service-income.e1 ▼

Currency ID USD USD ▼

next

Fill in the fields as shown above and press the next button

Headquarters Information (New Unsaved Data)

Main

Specify address of your company's headquarters

Address Line1 555 Eagle Legal Way

Address Line2

City Ardmore

State PA

Zip 19003

Country USA

Time Zone America/New_York

Specify primary contact information

First Name Fred

Last Name Eagle

Email Address fred.eagle@eaglelegal.com

next

Fill in the fields for your company headquarters and press the next button

Setup Bank Account (New Unsaved Data)

Main

Specify the name of the Bank where you hold your primary checking account for day-to-day business.
Determine the Initial Balance from your most recent bank statement's ending balance.
Determine the Initial Balance Date from your most recent bank statement's end date.

Bank Name

Initial Balance

Initial Balance Date

Fill in the requested information pertaining to your company's primary checking account and press the next button.

Note: The initial balance should come from your most recent statement's ending balance. This will minimize the number of historical transactions you'll need to enter to synchronize Codamos' records with your banks records.

Setup Item and Inventory (New Unsaved Data)

Main

In this step you may optionally setup your items and your inventory of those items, if any.
When you have no more items to setup, leave the Item Name blank.

We suggest specifying descriptive Item Names that will have meaning to you and your customers when appearing on reports.

Item Name

If you track this item in your inventory, specify Y below, otherwise specify N

Track Inventory?

Specify the gross weight of one item below.
Leave this field blank for service related items that have no physical representation.

Weight

Specify the number of items you currently have in inventory and the estimated cost per unit.
If you currently hold no inventory for this item, leave these two fields blank.

Qty

Unit Cost

Specify the price you will normally charge your customers for the item.
The price will be saved to the standard price list.
You will be able to create other price lists later, as well as modify the standard price list.
If you do not sell this item, leave the Unit Price blank.

Unit Price

Specify a service item called **billable-hour** and specify the hourly rate you charge for a billable hour in

the **Unit Price** field, then press the next button. Make sure you change the **Track Inventory** field from Y to N and leave the other fields blank

Note: Specifying a **billable-hour** service item gives you additional flexibility in how you bill your customers.

When the system redisplay the **Setup Item and Inventory** dialog, leave all the fields blank and press the next button.

Customer or Vendor Information (New Unsaved Data)

Main

Specify address and contact information for a customer or vendor location.
When you have no more customer or vendor locations to specify, leave the Location Name field blank.

Note:
A Receivables (A/R) account will be created for customers.
A Payables (A/P) account will be created for vendors.

location_type: customer ▼

Location Name: Wynnewood Software

Address Line1: 555 Wynnewood Software Way

Address Line2:

City: Ardmore

State: PA

Zip: 19003

Country: USA

Time Zone: America/New_York

First Name: David

Last Name: Blumfield

Email Address: david.blumfield@wwsw.com

next

Fill in the information pertaining to your first customer and press the next button.

Repeat this process for all your customers (and vendors if you have any vendors).

When you have no more customers (or vendors) to enter, leave the fields blank and press the next button.

The page at localhost:2012 says:

No more customer or vendor locations to enter?

OK Cancel

Press the OK button to exit the Setup Wizard.

Log out of Codamos and log back in with the Username and Password you entered in the **Create Group Admin User** wizard dialog.

Note: A company-owner like Fred may prefer to skip ahead to section [Billing Time and Expenses via direct A/R Entry](#). There may be some advantages for a company-owner to use the Projects application, but it is a bit more involved than the direct A/R entry approach.

3.2.2 Setup Projects Application

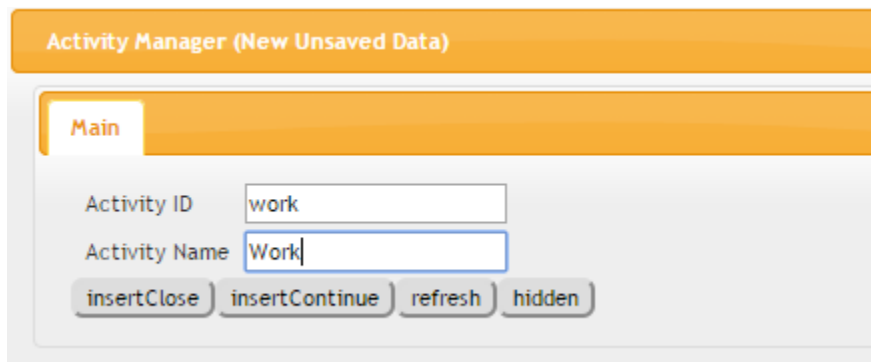
This section illustrates the steps required for preparing to use the Projects application for time and expense reporting. The following table summarizes the setup steps required:

Step	Description
Setup Activities	Fred uses a single activity called work
Setup Project	Fred sets up a separate billing project for each of his customers
Setup Resources	Fred sets himself up as a resource
Setup Rates	Fred establishes the billing rate he charges for the work activity on the given customer project
Setup Additional Expense Accounts	If Fred will re-bill any expenses to his customers, he will setup new expense accounts corresponding to each expense category
Setup Approvers	Fred sets himself up as an approver of timesheets and expense reports

3.2.2.1 Setup Activities

This section illustrates how Fred sets up a new Activity called **work**

Select **Projects > Setup > Activity** and press the new button



Fill in the Activity ID and Activity Name as shown and press the insertClose button then the find button

Activity Finder

Activity ID

Activity Name

OwnerGroupld

Rowld

Order By ASC 0 100

Activities

	Activity ID	Activity Name	OwnerGroupld
<input type="checkbox"/>	%.e1		eagle/public
<input type="checkbox"/>	work.e1	Work	eagle/public

(1..2)/2

page# actions

You now have a new activity called **work.e1** in the system

3.2.2.2 Setup Project

This section illustrates the process of setting up a new project for a new client. In this case, the new client is Wynnewood Software.

Select **Projects > Setup > Project** then press the new button

Project Manager (New Unsaved Data)

Main

Project ID

Project Name

Bill-to Account ID

Income Account ID

Process Time?

Process Expense?

Task Required?

Fill in the fields in a manner similar to shown above. Leave the Process Time, Process Expense, and Task Required set to their default values as shown above. Press the insertClose button and then the find button

Project Finder

Project ID

Project Name

Bill-to Account ID

Income Account ID

Process Time ?

Process Expense ?

Task Required?

OwnerGroupID

RowID

Order By ASC 0 100

Projects

	Project ID	Project Name	Process Time ?	Process Expense ?	Task Required?	Bill-to Account ID	Income Account ID	OwnerGroupID
<input type="checkbox"/>	wynnewood-software.e1	Wynnewood Software	Y	Y	N	WynnewoodSoftware.e1	service-income.e1	eagle/public

(1..1)/1

page# 0 actions

You now have a new billing project, in this case for Wynnewood Software

3.2.2.3 Setup Resources

In this step, Fred sets himself up as a Resource.

Select Projects > Setup > Resource and then press the new button

Resource Manager (New Unsaved Data)

Main

Resource ID

Resource Name

Active ?

User ID

Remit-to Account ID

Labor Expense Account ID

Bill Expense ?

Reimburse Expense ?

Fill in the fields similar to as shown above and then press the insertClose button, then the find button

Note: Because Fred is the owner of the company, Fred leaves the Remit-to Account ID and Labor Expense Account ID fields blank. Those fields are only used when the resource is an employee or contractor who is being paid by the company or having his expenses reimbursed.

Fred sets the Bill Expense? field to Y because Fred will bill any expenses incurred to Wynnewood Software. Fred sets the Reimburse Expense? field to N because Fred will not reimburse himself those expenses.

Resource Finder

Resource ID

Resource Name

Active?

User ID

Remit-to Account ID

Labor Expense Account ID

Bill Expense?

Reimburse Expense?

OwnerGroupId

RowId

Order By Offset Max

Resources

	Resource ID	Resource Name	User ID	Remit-to Account ID	Labor Expense Account ID	Active ?	Bill Expense ?	Reimburse Expense ?	OwnerGroupId
<input type="checkbox"/>	fred.e1	Fred Eagle	fred.e1			Y	Y	N	eagle/public

(1..1)/1

page# actions

Fred is now setup as a Resource

3.2.2.4 Setup Rates

In this section we illustrate how Fred sets up a Rate record for billing time to the Wynnewood Software project.

Select **Projects > Setup > Project Rate** then press the new button

Project Rate Manager (New Unsaved Data)

Main

proj_rate_id

Project ID

Activity ID

Resource ID

Task ID

Rate

Buy Rate

rank

Currency ID

Fill in the fields similar to above then press the insertClose button and then the find button.

Note: Fred specified the Activity ID and the Task ID as %.e1 meaning that the \$300/hr rate covers all activities and tasks.

Project Rate Finder

proj_rate_id

begins with ▼

Project ID

begins with ▼

Activity ID

begins with ▼

Resource ID

begins with ▼

Task ID

begins with ▼

Rate

begins with ▼

Buy Rate

begins with ▼

rank

begins with ▼

Currency ID

begins with ▼

OwnerGroupId

begins with ▼

RowId

begins with ▼

find

clear

count

saveFinder

Order By ▼

ASC ▼

Offset 0

Max 100 ▼

Project Rates

	proj_rate_id	Project ID	Activity ID	Resource ID	Task ID	Rate	Buy Rate	rank	Currency ID	OwnerGroupId
<input type="checkbox"/>	DZimszDIHkL.e1	wynnewood-software.e1	%.e1	fred.e1	%.e1	300.00		0	USD	eagle/public

(1..1)/1

new

first

prev

next

last

edit

page# 0 ▼

actions ▼

You now have a new rate in the system

3.2.2.5 Setup Additional Expense Accounts

From time to time Fred incurs mileage expenses working on behalf of Wynnewood Software. Fred bills Wynnewood Software for these expenses. This section illustrates how Fred sets up a new Expense Account for tracking mileage expenses.


Select Financials > Account then press the new button

Financial Account Manager (New Unsaved Data)

Account Transactions Contacts Attributes Documents

Account ID

Account Name


Account Type ID 


Initial Balance

Initial Balance Date

Balance

Cleared Balance

Currency ID 


Sub-Account Of 

Fill in the fields as shown above then press the insertClose button then use the Finder to search for accounts having Account ID beginning with **mile**

Financial Account Finder


Account ID


Account Name


Account Type ID 

Balance

Cleared Balance

Currency ID 

Sub-Account Of 

OwnerGroupID 

RowID

Order By: ASC 0 Max: 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	mileage-expense.e1	Mileage Expense	expense	0.00	USD		eagle

(1..1)/1

page# 0

You now have a new expense account for tracking mileage expenses.

3.2.2.6 Setup Approvers

This section illustrates how Fred sets himself up as an approver so he can self-approve his timesheet and expense report.

Select Projects > Setup > Approver and press the new button

Approver Manager (New Unsaved Data)

Main

User ID

fred.e1

Time Approver ?

Y

Expense Approver ?

Y

insertClose

insertContinue

refresh

hidden

Fill in the fields similar to above and press the insertClose button then the find button

Approver Finder

User ID

begins with

Time Approver ?

begins with

Expense Approver ?

begins with

OwnerGroupld

begins with

Rowld

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Approvers

	User ID	Time Approver ?	Expense Approver ?	OwnerGroupld
<input type="checkbox"/>	fred.e1	Y	Y	eagle

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

Fred is now setup as an approver of timesheets and expense reports.

3.2.3 Timesheet Entry and Processing

This section illustrates how Fred enters a timesheet and processes it into corresponding financial transactions.

Note: In reality, Fred enters a single timesheet for his entire work week, spanning multiple client projects. However, to keep this example simple, there is only a single client project involved.

Select **Projects > Timesheet** and press the new button

Timesheet Manager (New Unsaved Data)

MainTimeAttributes

Timesheet ID

Description

Start Date2015-03-30

End Date2015-04-05

Hours

Statusunsubmitted

insertCloseinsertContinuerefreshhidden

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	hrs1	hrs2	hrs3	hrs4	hrs5	hrs6	hrs7	Tot Hrs	OwnerGroupID
---------------	--------------	------------	-------------	-------------	---------	------	------	------	------	------	------	------	---------	--------------

newfirstprevnextlasteditpage#

Fill in the Start and End Date and press the insertContinue button.

Note: the Start Date must fall on a Monday

Timesheet Manager (Existing Data)

MainTimeAttributes

Timesheet ID150330-fred.e1

Description

Start Date2015-03-30

End Date2015-04-06

Hours0.0

Statusunsubmitted

deleterefreshhiddenrecalc

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
---------------	--------------	------------	-------------	-------------	---------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	---------	--------------

newfirstprevnextlasteditpage#0

Press the new button to make a new Time Entry

Time Entry Manager (New Unsaved Data)

Main

Time Entry ID: Resource ID: Tot Hrs:

Timesheet ID: Activity ID:

Project ID: Task ID:

03-30 Hrs: 03-30 Descr:

03-31 Hrs: 03-31 Descr:

04-01 Hrs: 04-01 Descr:

04-02 Hrs: 04-02 Descr:

04-03 Hrs: 04-03 Descr:

04-04 Hrs: 04-04 Descr:

04-05 Hrs: 04-05 Descr:

Fill in hours worked for each day of the week, with a description of work performed for each day similar to shown above, then press the insertClose button

Timesheet Manager (Existing Data)

Main Time Attributes

Timesheet ID:

Description:

Start Date:

End Date:

Hours:

Status:

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
RfnQdh93b4HS	150330-fred	wynnewood-software	work	fred	na	1.0	0.0	1.0	0.0	1.0	0.0	0.0	3.0	eagle/public

(1..1)/1

page#

Change the Status field from unsubmitted to approved

Timesheet Manager (Existing Data)

Main Time Attributes

Timesheet ID:

Description:

Start Date:

End Date:

Hours:

Status:

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
RfnQdh93b4HS	150330-fred	wynnewood-software	work	fred	na	1.0	0.0	1.0	0.0	1.0	0.0	0.0	3.0	eagle/public

(1..1)/1

page#

Press the updateContinue button

Timesheet Manager (Existing Data)

Main Time Attributes

Timesheet ID: 150330-fred.e1

Description:

Start Date: 2015-03-30

End Date: 2015-04-06

Hours: 3.0

Status: approved

delete refresh hidden recalc process

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
RfNQdh93b4hS	150330-fred	wynnwood-software	work	fred	na	1.0	0.0	1.0	0.0	1.0	0.0	0.0	3.0	eagle/public

(1..1)/1

new first prev next last edit page# 0

Now press the process button to convert the timesheet into financial transactions.

Timesheet Manager (Existing Data)

Main Time Attributes

Timesheet ID: 150330-fred.e1

Description:

Start Date: 2015-03-30

End Date: 2015-04-06

Hours: 3.0

Status: processed

delete refresh hidden recalc

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	03-30 Hrs	03-31 Hrs	04-01 Hrs	04-02 Hrs	04-03 Hrs	04-04 Hrs	04-05 Hrs	Tot Hrs	OwnerGroupID
RfNQdh93b4hS	150330-fred	wynnwood-software	work	fred	na	1.0	0.0	1.0	0.0	1.0	0.0	0.0	3.0	eagle/public

(1..1)/1

new first prev next last edit page# 0

Notice that the Status of the Timesheet is now **processed**.

Lets now see the financial transactions that were created by processing the timesheet.

Select **Financials > Account** and find the A/R account for Wynnewood Software, as shown below (we searched for Account IDs that start with **wy**)

Financial Account Finder

Account ID
Account Name
Account Type ID
Balance
Cleared Balance
Currency ID
Sub-Account Of
OwnerGroupId
RowId
 Order By Offset Max

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	WynnewoodSoftware.e1	Wynnewood Software	ar	900.00	USD	accounts-receivable.e1	eagle

(1..1)/1
 page# actions reports

Notice that Wynnewood Software now has a Receivable balance of \$900 corresponding to the 3 hours that Fred specified on his timesheet.

This concludes this illustration of the timesheet entry process.

3.2.4 Expense Report Entry and Processing

Fred incurred mileage expenses that he will bill to Wynnewood Software. This section illustrates how Fred enters his expense report and processes it into corresponding financial transactions.

Select Projects > Expense Reports and press the new button

Expense Report Manager (New Unsaved Data)


Main **Expenses** **Attributes** **Documents**


Expense Report ID
Description
Start Date
End Date
Amount
Currency ID
Status


Specify the Start and End Date in a manner similar to the timesheet, i.e. the Start Date should fall on a Monday. Press the insertContinue button, then go to the Expenses tab and press the new button


Project Expense Manager (New Unsaved Data)

Main

Expense Report ID  s5rDyWfred.e1


Project ID  wynnewood-software.e1

Expense Account ID  mileage-expense.e1

Resource ID  fred.e1

Date 2015-04-01 00:00

Amount 28.80

Currency ID  USD

Billable ? Y ▼

Reimburse ? N ▼

Processed ? N ▼

Description 40 miles at 57 cents per mile

insertClose insertContinue refresh hidden

Fill in the Project ID (Wynnewood-software in this case), Expense Account ID (mileage-expense in this case), Resource ID (fred in this case), Date, Amount, set Billable = Y, and Reimburse = N (in this case), and enter a Description

Press the insertClose button

Expense Report Manager (Existing Data)

Main Expenses Attributes Documents

Project Expenses

Line ID	Project ID	Expense Report ID	Expense Account ID	Resource ID	Date	Amount	Currency ID	Billable ?	Reimburse ?	Processed ?	Description	ar_finj_id	ap_finj_id	OwnerGroupid
GqVMHtJK6lx8.e1	wynnewood-software.e1	s5rDyWfred.e1	mileage-expense.e1	fred.e1	2015-04-01 00:00:00	28.80	USD	Y	N	N	40 miles at 57 cents per mile			eagle

(1..1)/1

new first prev next last edit page# 0 ▼

Go back to the Main tab

Expense Report Manager (Existing Data)

Main Expenses Attributes Documents


Expense Report ID s5rDyWfred.e1

Description

Start Date 2015-03-30 00:00

End Date 2015-04-05 00:00

Amount 28.80

Currency ID  USD

Status unsubmitted ▼

delete refresh hidden recalc

Now change the Status from unsubmitted to approved

Expense Report Manager (Existing Data)

Main Expenses Attributes Documents


Expense Report ID s5rDyWfred.e1

Description

Start Date 2015-03-30 00:00

End Date 2015-04-05 00:00

Amount 28.80

Currency ID  USD

Status approved ▼

updateClose updateContinue delete refresh hidden recalc

Now press the updateContinue button

Expense Report Manager (Existing Data)

MainExpensesAttributesDocuments

Expense Report ID

s5rDyWfred.e1

Description

Start Date

2015-03-30 00:00


End Date

2015-04-05 00:00

Amount

28.80

Currency ID

 USD

Status

approved ▼

delete

refresh

hidden

recalc

process

Now press the process button to process the expense report into financial transactions

Expense Report Manager (Existing Data)

MainExpensesAttributesDocuments

Expense Report ID

s5rDyWfred.e1

Description

Start Date

2015-03-30 00:00


End Date

2015-04-05 00:00

Amount

28.80

Currency ID

 USD

Status

processed ▼

delete

refresh

hidden

recalc

Notice that the Status has changed from approved to processed.

Next have a look at the impact on the Wynnewood Software A/R account, this time looking for accounts having Account Type ID of **ar...**

Financial Account Finder

Account ID
begins with

Account Name
begins with

Account Type ID
begins with
ar

Balance
begins with

Cleared Balance
begins with

Currency ID
begins with

Sub-Account Of
begins with

OwnerGroupld
begins with

Rowld
begins with

find
clear
count
saveFinder
Order By
ASC
Offset 0
Max 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupld
<input type="checkbox"/>	accounts-receivable.e1	Accounts Receivable	ar	928.80	USD		eagle
<input type="checkbox"/>	WynnewoodSoftware.e1	Wynnewood Software	ar	928.80	USD	accounts-receivable.e1	eagle

(1..2)/2

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edit
page# 0
actions
reports

Notice that the Receivable balance for Wynnewood Software has increased by \$28.80

3.2.5 Billing Time and Expenses via direct A/R Entry

In the prior sections we illustrated how to utilize timesheets and expense reports for entering time and expenses in preparation for generating a billing statement. Timesheets and expense reports provide a structured mechanism for entering time and expenses. However, their use is optional for company owners. Depending on preference, one can enter transactions directly into the client A/R account. Fred, being the owner of the company, may prefer to not use timesheets and expense reports and instead directly enter transactions into the client A/R account. For Fred, this less-structured but more streamlined method may be preferred.

We now illustrate the process of direct A/R Entry...

Select **Financials > Account** and search for A/R accounts as shown below

Financial Account Finder

Account ID

Account Name

Account Type ID

Balance

Cleared Balance

Currency ID

Sub-Account Of

OwnerGroupID

RowID

Order By

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	accounts-receivable.e1	Accounts Receivable	ar	928.80	USD		eagle
<input type="checkbox"/>	WynnewoodSoftware.e1	Wynnewood Software	ar	928.80	USD	accounts-receivable.e1	eagle

(1..2)/2

page#

Drill-down into the desired client A/R Account by clicking on the Account ID

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

Account ID

Account Name

Account Type ID

Initial Balance

Initial Balance Date

Balance

Currency ID

Sub-Account Of

Now click on the Transactions tab

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

Wynnewood Software Transactions

Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupID
58FCfrRLshVc.e1	WynnewoodSoftware.e1	2015-04-03 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement	VhMTBswyNU4r.e1	eagle
Q4rxEp9LhkRE.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	28.80		USD	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile	lyGnblnkyDkg.e1	eagle
dc2igOOmi4Ep.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement	CZiVev7Lq4WM.e1	eagle
8HBvWqvF50Tb.e1	WynnewoodSoftware.e1	2015-03-30 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 in person consultation	H36j50rXT8sY.e1	eagle

(1..4)/4

page#

Now click on the createReceivable button

Account Transaction (New Unsaved Data)

Main

Journal Entry ID

Account ID
WynnewoodSoftware.e1

Transaction Date
2015-03-30 00:00

Check/Ref Num

Amount
300

Income Account ID
service-income.e1

Description
Enter a meaningful description here

insertClose refresh hidden

Fill in the Account ID, Transaction Date, Dollar Amount, Income Account ID, and Description then press the insertClose button.

Financial Account Manager (Existing Data)

Account Transactions Contacts Attributes Documents

Wynnewood Software Transactions

Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupID
S8FctrRLsh/c.e1	WynnewoodSoftware.e1	2015-04-03 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement	VhMT8swyNU4r.e1	eagle
Q4rxEp9LhkRE.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	28.80		USD	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile	yGnblnkvDkg.e1	eagle
d2lgOOmi4Ep.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement	CZlVev7Lq4WM.e1	eagle
8HBvMqvFS0Tb.e1	WynnewoodSoftware.e1	2015-03-30 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation	H36j50xT8sY.e1	eagle
YKGp8GkYXQqJ.e1	WynnewoodSoftware.e1	2015-03-30 00:00:00	300.00		USD	Enter a meaningful description here	HZ5oWbKMB8Sk.e1	eagle
(1..5)/5								

first prev next last createReceivable receivePayment statement page 0

Notice the difference between the “structured” description generated by the system vs. that for the directly entered A/R transaction on the last line.

3.2.6 Generate a Statement for an A/R Account

This section illustrates how Fred generates a billing statement for the Wynnewood Software receivable account, billing Wynnewood Software for both time and expenses.

Select Financials > Account then search for A/R accounts as shown below

Financial Account Finder

Account ID

Account Name

Account Type ID

Balance

Cleared Balance

Currency ID

Sub-Account Of

OwnerGroupld

Rowld

Order By ASC Offset Max

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupld
<input type="checkbox"/>	accounts-receivable.e1	Accounts Receivable	ar	928.80	USD		eagle
<input type="checkbox"/>	WynnewoodSoftware.e1	Wynnewood Software	ar	928.80	USD	accounts-receivable.e1	eagle

(1..2)/2

page# actions reports

Drill-down on the desired client A/R account by clicking on the Account ID, then click on the Transactions tab

Financial Account Manager (Existing Data)

Wynnewood Software Transactions

Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupld
S8FCfrRLshVc.e1	WynnewoodSoftware.e1	2015-04-03 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement	VhMTBswyNI4r.e1	eagle
Q4rxEp9LhkRE.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	28.80		USD	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile	yGnbLnkyDkg.e1	eagle
dc2igO0mi4Ep.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement	CZIVev7Lq4WM.e1	eagle
8HBvMqvF50Tb.e1	WynnewoodSoftware.e1	2015-03-30 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation	H36i50rXT8sY.e1	eagle

(1..4)/4

page#

Click on the statement button

Statement

Eagle Legal Services
555 Eagle Legal Way
Ardmore,PA,19003
USA

Account ID: WynnewoodSoftware
Account Name: Wynnewood Software
Balance Due: 928.80 USD

Contacts

Role	Party
remit-to	Eagle Legal Services 555 Eagle Legal Way Ardmore,PA,19003 USA

Transactions

Ref#	Date	Description	Decrease	Increase
	2015-03-30	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation		300.00
	2015-04-01	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement		300.00
	2015-04-01	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile		28.80
	2015-04-03	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement		300.00

Save and/or Print the pdf document as desired

3.2.7 Providing Clients With Read-Only Visibility to Their A/R Account

Fred offers his clients the ability to monitor their A/R account by logging into Codamos . Some clients may feel more comfortable knowing they can “look over Fred’s shoulder” on an on-going basis. This section illustrates the setup activities Fred performs to provide a client with read-only visibility to their A/R account.

The following table summarizes the setup steps required to provide a client with read-only visibility to their A/R account.

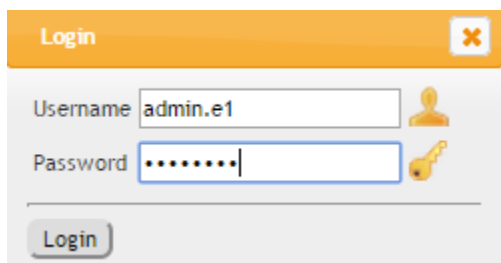
Setup Step	Description
Create Private User Group for Client	Creates an isolated environment for the client to log in to

Change Ownership of Client's A/R Account	Allows the client to run a report on the data in his A/R account
Test the Client's User of Codamos	Verify the client can log in a generate a report for his A/R account

3.2.7.1 Create Private User Group for Client

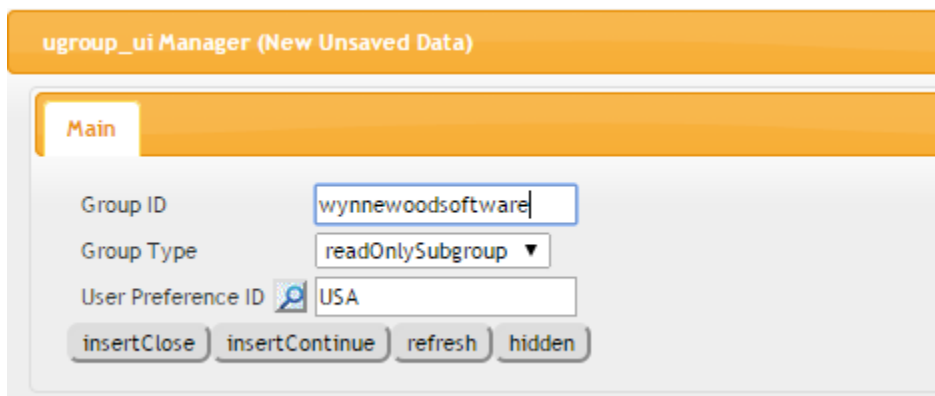
This section illustrates how Fred creates a private user group for the client. When the client logs in to Codamos, he will be isolated within his private user group and will not have visibility to any information other than that which pertains to him.

Log out and Log back in as the **admin** user for your group...



Assuming you are now logged in as the **admin** user...

Select Group Admin > Configuration > User Group Wizard then press the new button



Specify the Group ID to be the same as the client name. Leave the Group Type specified as readOnlySubgroup. Specify a User Preference ID of USA as shown.

Press the insertClose button.

Select Group Admin > Configuration > User and press the find button

user Finder

User ID

begins with

password

begins with

Primary Group ID

begins with

User Preference ID

begins with

OwnerGroupld

begins with

Rowld

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

users

	User ID	password	Primary Group ID	User Preference ID	OwnerGroupld
<input type="checkbox"/>	admin.e1		eagle	USA	eagle-admin
<input type="checkbox"/>	fred.e1		eagle	USA	eagle
<input type="checkbox"/>	guest.e1		eagle/private	USA	eagle
<input type="checkbox"/>	wynnewoodsoftware.e1		eagle/wynnewoodsoftware	USA	eagle

(1..4)/4

new

first

prev

next

last

edit

page#

0

actions

Notice that there is now a new user called wynnewoodsoftware.e1

Drill-down on the User ID for the new user...

user Manager (Existing Data)

Main

User ID

wynnewoodsoftware.e1

password

.....

Primary Group ID

eagle/wynnewoodsoftwa

User Preference ID

USA

updateClose

updateContinue

delete

refresh

hidden

replicate

ugroup_members

Rowld	Group ID	User ID	Read Only?	OwnerGroupld
620	eagle/PUBLIC	wynnewoodsoftware.e1	Y	eagle
619	eagle/wynnewoodsoftware	wynnewoodsoftware.e1	Y	eagle
618	PUBLIC	wynnewoodsoftware.e1	Y	eagle

(1..3)/3

new

first

prev

next

last

edit

page#

0

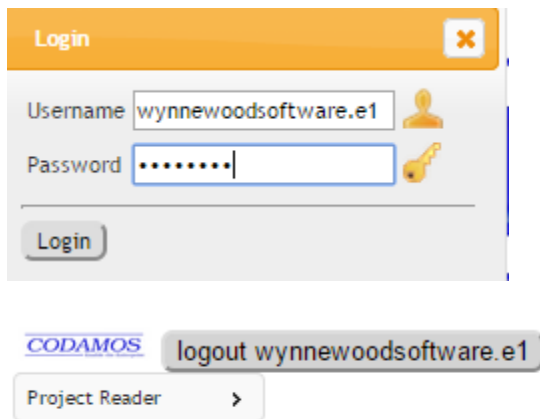
User Contacts

Rowld	User ID	Contact ID	Contact Role ID	OwnerGroupld			
new	first	prev	next	last	edit	page#	0

Give the new user a new password and make a note of it.

Press the updateClose button.

Now log out and try logging in as the new user...



The image shows a 'Login' dialog box with fields for 'Username' (wynnewoodsoftware.e1) and 'Password' (masked with dots). Below the fields is a 'Login' button. Below the dialog box is a user menu showing the 'CODAMOS' logo, a 'logout wynnewoodsoftware.e1' button, and a 'Project Reader' button with a right arrow.

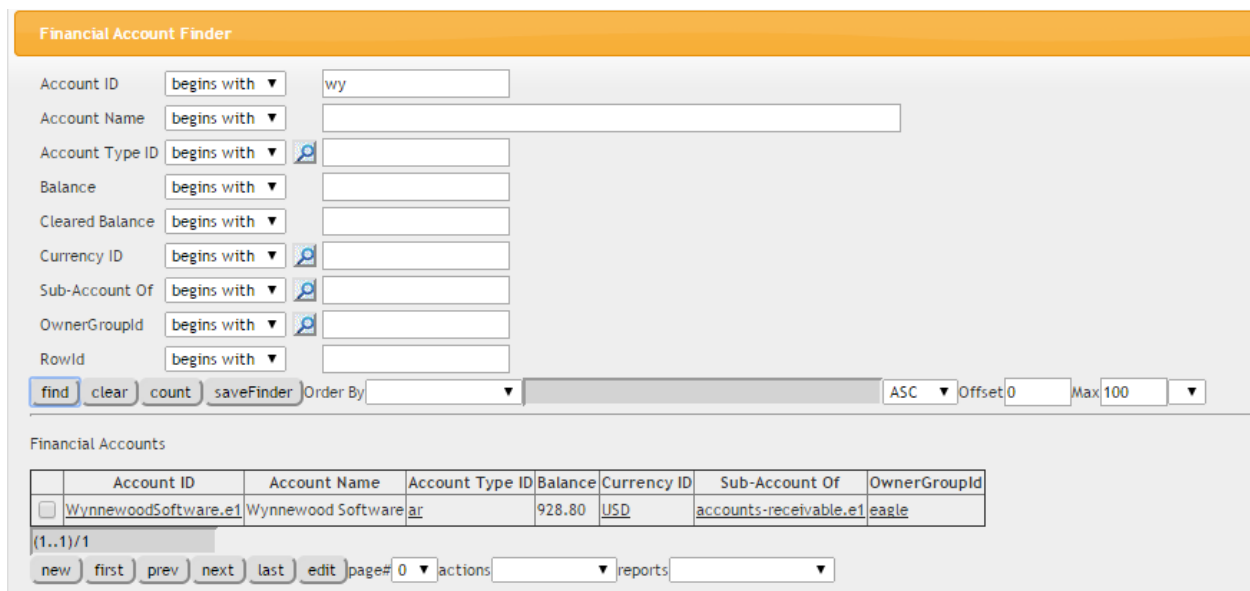
Notice the extremely limited menu that this new user has.

Log out and log back in using your normal user name.

3.2.7.2 *Change Ownership of Client's A/R Account*

In order for the client to have visibility to his A/R account, Fred must change the ownership of the client A/R account to the client's group. This section illustrates the process.

Use the Financial Account Finder to find the client's A/R account



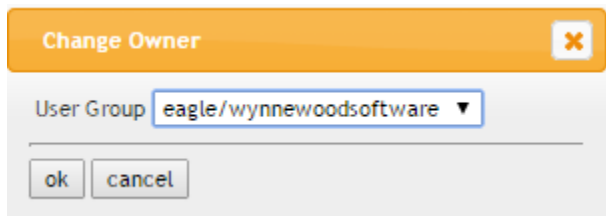
The image shows the 'Financial Account Finder' interface. It has a search form with dropdown menus for 'Account ID', 'Account Name', 'Account Type ID', 'Balance', 'Cleared Balance', 'Currency ID', 'Sub-Account Of', 'OwnerGroupId', and 'RowId', each followed by a text input field. Below the form are buttons for 'find', 'clear', 'count', and 'saveFinder'. To the right of these buttons are 'Order By' and 'ASC' dropdowns, and 'Offset' and 'Max' input fields. Below the search form is a table titled 'Financial Accounts' with columns: Account ID, Account Name, Account Type ID, Balance, Currency ID, Sub-Account Of, and OwnerGroupId. The table contains one row with the following data: Account ID: WynnewoodSoftware.e1, Account Name: Wynnewood Software, Account Type ID: ar, Balance: 928.80, Currency ID: USD, Sub-Account Of: accounts-receivable.e1, OwnerGroupId: eagle. Below the table are navigation buttons: new, first, prev, next, last, edit, page# (0), actions, and reports.

Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
WynnewoodSoftware.e1	Wynnewood Software	ar	928.80	USD	accounts-receivable.e1	eagle

Make sure that only the client's A/R account is shown in the finder results. There should be only one

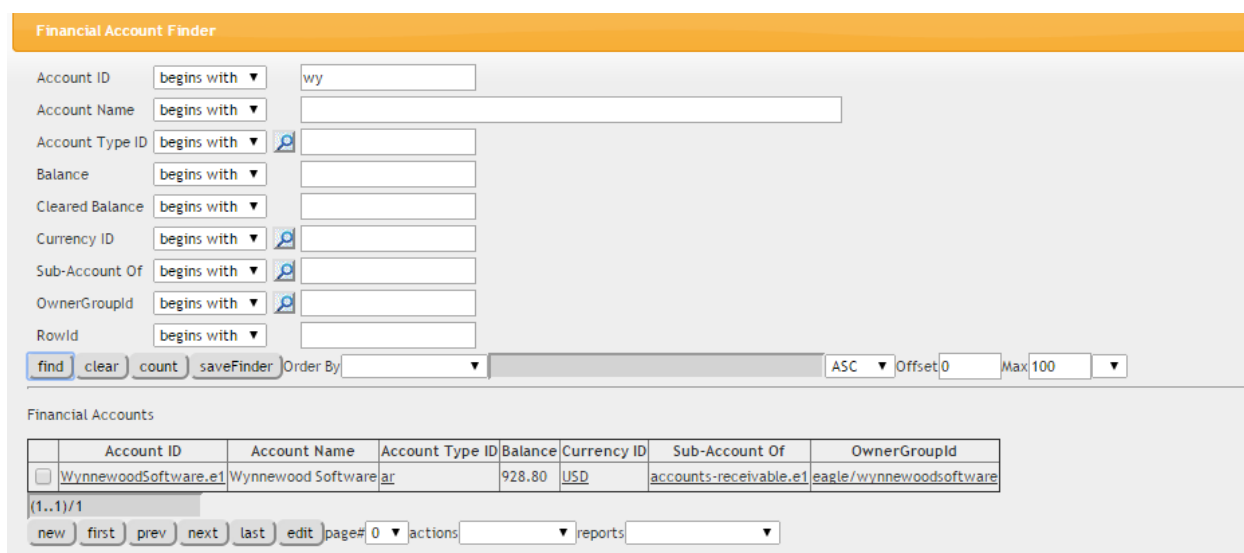
row shown in the grid.

Now from the actions menu, select **chown** and select the client's group, which in this case is eagle/wynnewoodsoftware...



A dialog box titled "Change Owner" with an orange header bar and a close button (X) in the top right corner. Below the header, there is a label "User Group" followed by a dropdown menu showing "eagle/wynnewoodsoftware". At the bottom of the dialog are two buttons: "ok" and "cancel".

Press the ok button and then the find button



The "Financial Account Finder" interface features an orange header bar. Below it, there are several search criteria fields, each with a "begins with" dropdown and a text input box: Account ID (with "wy" entered), Account Name, Account Type ID, Balance, Cleared Balance, Currency ID, Sub-Account Of, OwnerGroupId, and RowId. Below these fields are buttons for "find", "clear", "count", and "saveFinder". To the right of these buttons is an "Order By" dropdown set to "ASC", and "Offset" and "Max" fields set to "0" and "100" respectively. Below the search area is a table titled "Financial Accounts".

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	WynnewoodSoftware.e1	Wynnewood Software	ar	928.80	USD	accounts-receivable.e1	eagle/wynnewoodsoftware

Below the table, there is a pagination bar showing "(1..1)/1" and a set of navigation buttons: "new", "first", "prev", "next", "last", "edit", "page# 0", "actions", and "reports".

Notice that the OwnerGroupId is now **eagle/wynnewoodsoftware**

Next, you must change the existing Transaction records to also be owned by eagle/wynnewoodsoftware... Any subsequent transaction records will automatically be placed into the client's group, so you will not have to keep doing the following steps. You only have to do this for existing transaction records.

Select Financials > Advanced > Transaction and find transactions owned by eagle/wynnewoodsoftware as shown below

Financial Account Transaction Finder

Transaction ID

begins with

Account ID

begins with

WynnewoodSoftware.e1

Check/Ref Num

begins with

Transaction Date

begins with

debit_amt

begins with

credit_amt

begins with

Currency ID

begins with

Description

begins with

Cleared?

begins with

OwnerGroupID

begins with

RowID

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Transactions

	Transaction ID	Account ID	Check/Ref Num	Transaction Date	debit_amt	credit_amt	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupID
<input type="checkbox"/>	8HByMqvFS0Tb.e1	WynnewoodSoftware.e1		2015-03-30 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation	N	H36IS0rXT8y.e1	eagle
<input type="checkbox"/>	dc2IqO0mi4Ep.e1	WynnewoodSoftware.e1		2015-04-01 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement	N	CZIVev7Lq4WM.e1	eagle
<input type="checkbox"/>	Q4rxEp9LhkRE.e1	WynnewoodSoftware.e1		2015-04-01 04:00:00	28.80		USD	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile	N	lyGnblnkyDkg.e1	eagle
<input type="checkbox"/>	S8FCfrRlshVc.e1	WynnewoodSoftware.e1		2015-04-03 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement	N	VhMT8swyNU4r.e1	eagle

(1..4)/4

first

prev

next

last

page#

0

actions

Make sure only the client's transactions are shown in the grid...Now, from the actions menu, select **chown**. The system will pop-up the Change Owner dialog...

Change Owner

User Group

eagle/wynnewoodsoftware

ok

cancel

Select the client's group (in this case eagle/wynnewoodsoftware) and press the ok button and then the find button

Financial Account Transaction Finder

Transaction ID

begins with

Account ID

begins with

WynnewoodSoftware.e1

Check/Ref Num

begins with

Transaction Date

begins with

debit_amt

begins with

credit_amt

begins with

Currency ID

begins with

Description

begins with

Cleared?

begins with

OwnerGroupID

begins with

RowID

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Transactions

	Transaction ID	Account ID	Check/Ref Num	Transaction Date	debit_amt	credit_amt	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupID
<input type="checkbox"/>	8HByMqvFS0Tb.e1	WynnewoodSoftware.e1		2015-03-30 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation	N	H36IS0rXT8y.e1	eagle/wynnewoodsoftware
<input type="checkbox"/>	dc2IqO0mi4Ep.e1	WynnewoodSoftware.e1		2015-04-01 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement	N	CZIVev7Lq4WM.e1	eagle/wynnewoodsoftware
<input type="checkbox"/>	Q4rxEp9LhkRE.e1	WynnewoodSoftware.e1		2015-04-01 04:00:00	28.80		USD	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile	N	lyGnblnkyDkg.e1	eagle/wynnewoodsoftware
<input type="checkbox"/>	S8FCfrRlshVc.e1	WynnewoodSoftware.e1		2015-04-03 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement	N	VhMT8swyNU4r.e1	eagle/wynnewoodsoftware

(1..4)/4

first

prev

next

last

page#

0

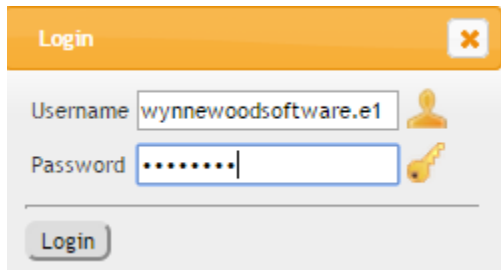
actions

Notice again that the OwnerGroupId has changed to eagle/wynnewoodsoftware

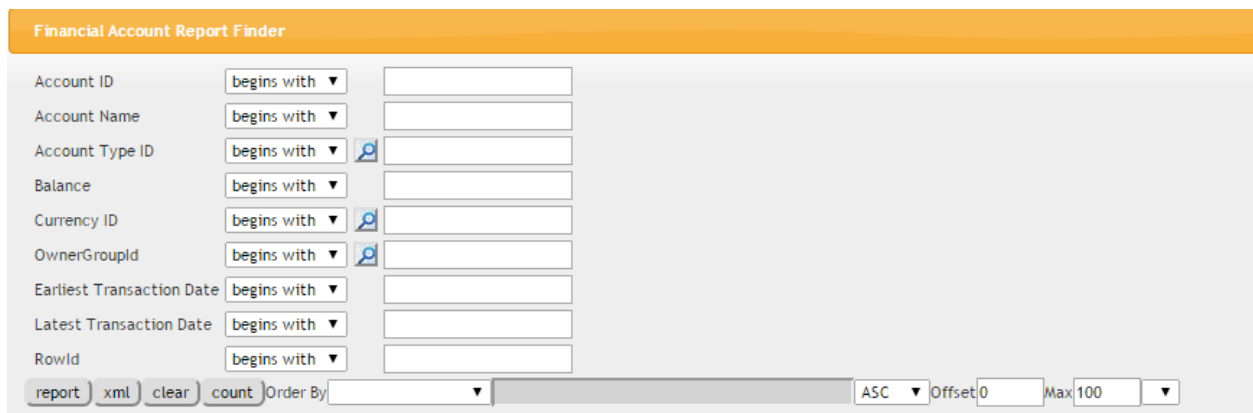
3.2.7.3 Test the Client's Use of Codamos

This section illustrates how to pretend you are the client using Codamos to view their A/R account...

Log in as the client...

A login form with an orange header bar containing the word "Login" and a close button (X). Below the header, there are two input fields: "Username" with the text "wynnewoodsoftware.e1" and a person icon, and "Password" with a masked password "*****" and a key icon. A "Login" button is located at the bottom left of the form.

Select **Project Reader > PDF Reports > Financial Account**

A form titled "Financial Account Report Finder" with an orange header. It contains several search criteria, each with a "begins with" dropdown menu and an input field. The criteria are: Account ID, Account Name, Account Type ID, Balance, Currency ID, OwnerGroupId, Earliest Transaction Date, Latest Transaction Date, and RowId. Some criteria have a magnifying glass icon next to the input field. At the bottom, there are buttons for "report", "xml", "clear", and "count", followed by an "Order By" dropdown menu, a sort order dropdown (currently set to "ASC"), an "Offset" input field (set to 0), a "Max" input field (set to 100), and a final dropdown menu.

Press the report button

Financial Account

Account ID: WynnewoodSoftware
Account Name: Wynnewood Software
Account Type ID: ar
Balance: 928.80 USD

Transactions

Ref#	Date	Description	Decrease	Increase
	2015-03-30	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation		300.00
	2015-04-01	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement		300.00
	2015-04-01	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile		28.80
	2015-04-03	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement		300.00

As you can see, all the client can do is generate PDF reports of his A/R account. The client has no ability to see anyone else's data or modify data.

3.2.8 Record Payment Received from Client

Reference section [Record Payment Received for Receivable](#) for an illustration of the process of recording a client payment.

3.2.9 Record Expense Payment

Reference section [Record Payment Made for Expense](#) for an illustration of the processing of recording an expense payment.

3.2.10 Setup LEDES™ Activity and Task Codes

The term LEDES™ refers to the Legal Electronic Data Exchange Standard (described at <https://ledes.org>). Some clients require the use of LEDES task and activity codes. For your convenience, Codamos provides these codes so you do not have to type them all in. All you need to do is copy them into your group. This section shows you how to perform the copy.

Select **Projects > Setup > Activity Template Set** and press the find button

Activity Template Set Finder

Activity Set ID

Description

OwnerGroupId

RowId

Order By

Activity Template Sets

Activity Set ID	Description	OwnerGroupId
<input type="checkbox"/> LEDES	Ledes Activities	public

(1..1)/1

page# actions

Drill-down on the Activity Set ID for LEDES

Activity Template Set Manager (Existing Data)

Main

Activity Set ID

Description

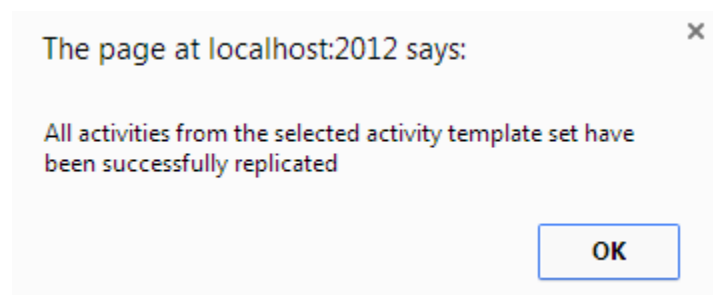
Activity Template Set Details

activitytsd_id	Activity Set ID	Activity ID	OwnerGroupId
0mN2Aw6tgW0w	LEDES	A108	public
0oPXDn8xOISk	LEDES	A115	public
2iSV5bvJPNw2	LEDES	A112	public
2jWhf8BFHuUH	LEDES	A118	public
3WWKNortipdk	LEDES	A120	public
66nBj428YQZl	LEDES	A102	public
95dR3lqt28wF	LEDES	A127	public
9ZAtoZX92HOD	LEDES	A122	public
aHLq77ChAMsW	LEDES	A117	public
b05l5Bygb9eE	LEDES	A125	public

(1..10)/28

page#

Press the replicate button. The system will copy all the LEDES activity codes into your group.



Press the OK button. Next have a look at the activity codes in your group.

Select **Projects > Setup > Activity**

Activity Finder

Activity ID

Activity Name

OwnerGroupId

RowId

Order By ASC Offset 0 Max 100

Activities

	Activity ID	Activity Name	OwnerGroupId
<input type="checkbox"/>	%e1		eagle/public
<input type="checkbox"/>	A101.e1	A101 Plan and prepare for	eagle/public
<input type="checkbox"/>	A102.e1	A102 Research	eagle/public
<input type="checkbox"/>	A103.e1	A103 Draft/Revise	eagle/public
<input type="checkbox"/>	A104.e1	A104 Review/Analyze	eagle/public
<input type="checkbox"/>	A105.e1	A105 Communicate (within legal team)	eagle/public
<input type="checkbox"/>	A106.e1	A106 Communicate (with client)	eagle/public
<input type="checkbox"/>	A107.e1	A107 Communicate (opponents/other outside counsel)	eagle/public
<input type="checkbox"/>	A108.e1	A108 Communicate (other external)	eagle/public
<input type="checkbox"/>	A109.e1	A109 Appear For/Attend	eagle/public

(1..10)/30

page# 0 actions

Notice that the LEDES™ activity codes are now there.

Next you perform a similar sequence of steps to copy the LEDES™ task codes.

Select **Projects > Setup > Task Template Set** and press the find button

Task Template Set Finder

tasks_id

Description

OwnerGroupId

RowId

Order By ASC Offset 0 Max 100

Task Template Sets

	tasks_id	Description	OwnerGroupId
<input type="checkbox"/>	LEDES-B		public
<input type="checkbox"/>	LEDES-C		public
<input type="checkbox"/>	LEDES-L		public
<input type="checkbox"/>	LEDES-P		public
<input type="checkbox"/>	LEDES-PA		public
<input type="checkbox"/>	LEDES-TR		public

(1..6)/6

page# 0 actions

Drill-down on the Task Code Set you wish to replicate to your group. For example, drill-down on LEDES-C...

Task Template Set Manager (Existing Data)

Main

tasks_id

LEDES-C

Description

delete

refresh

hidden

replicate

Task Template Set Details

tasktsd_id	tasks_id	Task ID	OwnerGroupid
7cJ3lIb7yolK	LEDES-C	C300	public
cRrLuqQIFLKT	LEDES-C	C100	public
iRynDDzWKIDo	LEDES-C	C200	public
NalZCER747Gz	LEDES-C	C400	public

(1..4)/4

new

first

prev

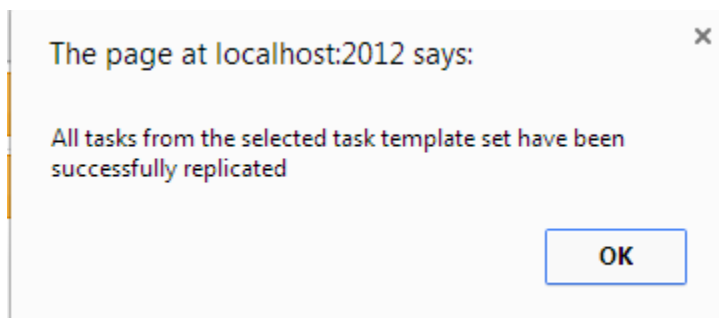
next

last

edit

page# 0 ▼

Press the replicate button



Press the OK button.

Now select **Projects > Setup > Task** and press the find button

Task Finder

Task ID

begins with ▼

Task Name

begins with ▼

OwnerGroupld

begins with ▼

Rowld

begins with ▼

find

clear

count

saveFinder

Order By ▼

ASC ▼

Offset:0

Max:100 ▼

Tasks

	Task ID	Task Name	OwnerGroupld
<input type="checkbox"/>	%e1		eagle/public
<input type="checkbox"/>	C100.e1	C100 Fact Gathering	eagle/public
<input type="checkbox"/>	C200.e1	C200 Researching Law	eagle/public
<input type="checkbox"/>	C300.e1	C300 Analysis and Advice	eagle/public
<input type="checkbox"/>	C400.e1	C400 Third Party Communication	eagle/public
<input type="checkbox"/>	na	not applicable	public

(1..6)/6

new

first

prev

next

last

edit

page# 0 ▼

actions ▼

Notice that the LEDES-C task codes are listed

3.2.11 Setup LEDES™ Billing Project

This section illustrates the additional steps for setting up a LEDES™ billing project.

The steps for setting up a LEDES™ billing project are quite similar to those described previously in section [Setup Projects Application](#). This section highlights the additional setup steps requires for LEDES™ billing.

Previously in the [Setup Project](#) step, we left the **Task Required?** field set to N. However, with LEDES™ billing, you must specify a task as part of each time entry, so you must ensure that the **Task Required?** field is set to Y. When this field is set to Y, the system will remind you to specify a Task in addition to an Activity for each time entry you make on your timesheet.

Select **Projects > Setup > Project** and press the new button

Project Manager (New Unsaved Data)

Main

Project ID:

Project Name:

Bill-to Account ID:

Income Account ID:

Process Time?:

Process Expense?:

Task Required?:

Project Rates

proj_rate_id	Project ID	Activity ID	Resource ID	Task ID	Rate	Buy Rate	rank	Currency ID	OwnerGroupID
<input type="button" value="new"/>	<input type="button" value="first"/>	<input type="button" value="prev"/>	<input type="button" value="next"/>	<input type="button" value="last"/>	<input type="button" value="edit"/>	page# <input type="text"/>			

Fill in the fields as shown above making sure to specify Task Required? = Y

Press the insertClose button and then the find button

Project Finder

Project ID:

Project Name:

Bill-to Account ID:

Income Account ID:

Process Time?:

Process Expense?:

Task Required?:

OwnerGroupID:

RowID:

Order By: ASC 0 Max 100

Projects

	Project ID	Project Name	Process Time ?	Process Expense ?	Task Required?	Bill-to Account ID	Income Account ID	OwnerGroupID
<input type="checkbox"/>	bluestone.e1	Bluestone	Y	Y	Y	BluestoneSoftware.e1	service-income.e1	eagle/public
<input type="checkbox"/>	wynnewood-software.e1	Wynnewood Software	Y	Y	N	WynnewoodSoftware.e1	service-income.e1	eagle/public

(1..2)/2

page# 0

Notice that the bluestone project has Task Required=Y whereas the prior Wynnewood-software project has Task Required=N

Select Projects > Setup > Project Rate and press the new button

Project Rate Manager (New Unsaved Data)

Main

proj_rate_id

Project ID

Activity ID

Resource ID

Task ID

Rate

Buy Rate

rank

Currency ID

Fill in the fields as shown and press the insertClose button

3.2.12 Timesheet Entry with LEDES™ Activity and Task Codes

This section illustrates the timesheet entry process using LEDES™ Activity and Task Codes.

Select Projects > Timesheets and press the new button

Time Entry Manager (New Unsaved Data)

Main

Time Entry ID

Timesheet ID

Project ID

Resource ID

Activity ID

Task ID

03-23 Hrs

03-24 Hrs

03-25 Hrs

03-26 Hrs

03-27 Hrs

03-28 Hrs

03-29 Hrs

03-23 Descr

03-24 Descr

03-25 Descr

03-26 Descr

03-27 Descr

03-28 Descr

03-29 Descr

Tot Hrs

Notice that the LEDES™ Activity and Task Codes now appear in the drop-down lists

Time Entry Manager (New Unsaved Data)

Main

Time Entry ID: Resource ID: Tot Hrs:

Timesheet ID: Activity ID: Activity:

Project ID: Task ID: Task:

Date	Hrs	Description
03-23	<input type="text"/>	<input type="text"/>
03-24	<input type="text"/>	<input type="text"/>
03-25	<input type="text" value="1"/>	<input type="text" value="Prepare for meeting with XYZ Company regarding matter ABC"/>
03-26	<input type="text"/>	<input type="text"/>
03-27	<input type="text"/>	<input type="text"/>
03-28	<input type="text"/>	<input type="text"/>
03-29	<input type="text"/>	<input type="text"/>

insertClose insertContinue refresh hidden

Fill in the fields as appropriate and press the insertClose button

3.2.13 Prepare Timesheet Report

This section illustrates how to prepare a Timesheet Report.

Select Projects > Timesheets and search for the desired timesheet

Timesheet Finder

Timesheet ID: Description: Start Date: End Date: 2015-03-30 Hours: Status: OwnerGroupID: InsertUserID: RowID:

find clear count saveFinder Order By: ASC Offset: Max:

Timesheets

Timesheet ID	Description	Start Date	End Date	Hours	Status	OwnerGroupID	InsertUserID
<input type="checkbox"/> 150323-fred.e1		2015-03-23	2015-03-30	1.0	processed	eagle	fred.e1

(1..1)/1

new first prev next last edit page# 0 actions reports Timesheet XML only

Timesheet
Timesheet XML only

From the reports drop-down list, select **Timesheet**

Timesheet

Timesheet ID: 150323-fred
Description:
Start Date: 2015-03-23 00:00:00
End Date: 2015-03-30 00:00:00
Hrs: 1.0
Status: processed
User: fred.e1

Details

Project	Activity/Task	Date	Hrs	Descr
bluestone	A101 Plan and prepare for C400 Third Party Communication	2015-03-25	1.0	Prepare for meeting with XYZ Company regarding matter ABC

3.2.14 Export Timesheet to XML

This section illustrates how to export a timesheet to XML.

Follow the same steps as illustrated previously in [Prepare Timesheet Report](#) except select **Timesheet XML Only** instead of **Timesheet**

```

▼<queryResult>
  ▼<timesheet>
    <timesheet_id>150323-fred</timesheet_id>
    <descr/>
    <start_date>2015-03-23 00:00:00</start_date>
    <end_date>2015-03-30 00:00:00</end_date>
    <hrs>1.0</hrs>
    <status>processed</status>
    <std_iuser_id>fred.e1</std_iuser_id>
    ▼<proj_time>
      <proj_id>bluestone</proj_id>
      <activity_id>A101</activity_id>
      <task_id>C400</task_id>
      ▼<activity>
        <activity_id>A101.e1</activity_id>
        <activity_name>A101 Plan and prepare for</activity_name>
      </activity>
      <task_id>C400</task_id>
      ▼<task>
        <task_id>C400.e1</task_id>
        <task_name>C400 Third Party Communication</task_name>
      </task>
      <proj_time_id>onckbzQcCHdP</proj_time_id>
      ▼<proj_timed>
        <date>2015-03-25 04:00:00</date>
        <hrs>1.0</hrs>
        ▼<descr>
          Prepare for meeting with XYZ Company regarding matter ABC
        </descr>
        <is_processed>Y</is_processed>
        <ar_finj_id>bpkeQaMMpmAn</ar_finj_id>
        <ap_finj_id/>
      </proj_timed>
    </proj_time>
  </timesheet>
</queryResult>

```

We anticipate a future enhancement to transform the above Codamos-centric XML format into the LEDES™ standard XML format to facilitate electronic communication with other software systems.

3.3 Joe4u Coffee Roasters

Joe4u Coffee Roasters buys raw coffee beans in bulk, roasts the coffee and resells to supermarkets. This use case is relevant to you if you buy raw materials from a vendor, process those raw materials into a product that you place into inventory (make-to-stock), and sell that product to your customers. The major difference between this use case and the previous [Remco Heating and Cooling](#) use case is that Joe4u does not directly re-sell any of the items that it purchases from its vendors. Joe4u only sells its own manufactured products.

3.3.1 Setup Wizard

This section illustrates how Joe, the owner of Joe4u, runs the Setup Wizard during his first use of Codamos.

Select **Financials** > **Setup Wizard**

The screenshot shows the 'Setup Wizard View (Existing Data)' window. It has an orange title bar with a close button. Below the title bar is a 'Main' tab. The main content area has a 'Group ID' field with the value 'joe4u'. Below this is a welcome message: 'Welcome to the Codamos Setup Wizard, which guides you through the initial setup process, including:'. There is a list of setup steps, each with an unchecked checkbox: 'Setup Wizard Introduction', 'Setup Group Administrator', 'Setup Chart of Accounts', 'Setup Inventory Configuration', 'Setup Headquarters Location', 'Setup Bank Account', 'Setup Inventory', and 'Setup Customer and Vendor Locations'. At the bottom left is a 'next' button.

Press the next button

The screenshot shows the 'Create Group Admin User (New Unsaved Data)' window. It has an orange title bar with a close button. Below the title bar is a 'Main' tab. The main content area has instructions: 'In this step you can optionally create a new user id for yourself to use in the future. If you want to create a new user id for yourself, fill in the User ID and password fields below. Or if you prefer to continue to use the default admin user, then leave the User ID field blank. Press the next button to continue.' Below the text are two input fields: 'User ID' with the value 'joe' and 'password' with masked characters '*****'. At the bottom left is a 'next' button.

Fill in the User ID and password and press the next button

The screenshot shows the 'Select Chart of Accounts (New Unsaved Data)' window. It has an orange title bar with a close button. Below the title bar is a 'Main' tab. The main content area has instructions: 'Select the Chart of Accounts ID that is the best fit for your business. If you are using Codamos for personal use only, select standard-individual. Otherwise select either typical-product-business or typical-service-business.' Below the text is a 'Chart of Accounts ID' field with a dropdown menu showing 'typical-product-business'. At the bottom left is a 'next' button.

Select **typical-product-business** and press the next button

Setup Accounting Configuration (New Unsaved Data)

Main

Specify your company name and the date you started your business, then make a selection for the remaining fields.
If you track inventory, specify responses for all fields.
If you do not track inventory, you may leave the Inventory Account ID field unspecified.
If you are not sure of what to select in a particular field, do not worry, you can always change it later using the Financials > Setup > Accounting Configuration menu selection.

Company Name

Start Date

Inventory Account ID

Cost of Goods Sold Account ID

Cost of Goods Taken Account ID

Sales Income Account ID

Services Income Account ID

Currency ID

Fill in Accounting Configuration information and press the next button

Headquarters Information (New Unsaved Data)

Main

Specify address of your company's headquarters

Address Line1

Address Line2

City

State

Zip

Country

Time Zone

Specify primary contact information

First Name

Last Name

Email Address

Fill in the Company Headquarters information and press the next button

Setup Bank Account (New Unsaved Data)

Main

Specify the name of the Bank where you hold your primary checking account for day-to-day business.
Determine the Initial Balance from your most recent bank statement's ending balance.
Determine the Initial Balance Date from your most recent bank statement's end date.

Bank Name

Initial Balance

Initial Balance Date

Specify information pertaining to your primary checking account and press the next button

Setup Item and Inventory (New Unsaved Data)

Main

In this step you may optionally setup your items and your inventory of those items, if any.
When you have no more items to setup, leave the Item Name blank.

We suggest specifying descriptive Item Names that will have meaning to you and your customers when appearing on reports.

Item Name

If you track this item in your inventory, specify Y below, otherwise specify N

Track Inventory?

Specify the gross weight of one item below.
Leave this field blank for service related items that have no physical representation.

Weight

Specify the number of items you currently have in inventory and the estimated cost per unit.
If you currently hold no inventory for this item, leave these two fields blank.

Qty

Unit Cost

Specify the price you will normally charge your customers for the item.
The price will be saved to the standard price list.
You will be able to create other price lists later, as well as modify the standard price list.
If you do not sell this item, leave the Unit Price blank.

Unit Price

Joe specifies the fields as shown, leaving the Unit Price blank because he does not sell raw coffee: he only buys raw coffee as a raw material. At the time Joe starts using Codamos, he already has five 50lb bags of raw coffee in inventory, purchased at \$100 per bag.

Setup Item and Inventory (New Unsaved Data)

Main

In this step you may optionally setup your items and your inventory of those items, if any.
When you have no more items to setup, leave the Item Name blank.

We suggest specifying descriptive Item Names that will have meaning to you and your customers when appearing on reports.

Item Name

If you track this item in your inventory, specify Y below, otherwise specify N

Track Inventory?

Specify the gross weight of one item below.
Leave this field blank for service related items that have no physical representation.

Weight

Specify the number of items you currently have in inventory and the estimated cost per unit.
If you currently hold no inventory for this item, leave these two fields blank.

Qty

Unit Cost

Specify the price you will normally charge your customers for the item.
The price will be saved to the standard price list.
You will be able to create other price lists later, as well as modify the standard price list.
If you do not sell this item, leave the Unit Price blank.

Unit Price

next

Joe doesn't have any more items so he presses the next button

Customer or Vendor Information (New Unsaved Data)

Main

Specify address and contact information for a customer or vendor location.
When you have no more customer or vendor locations to specify, leave the Location Name field blank.

Note:
A Receivables (A/R) account will be created for customers.
A Payables (A/P) account will be created for vendors.

location_type	customer ▼
Location Name	Acme Supermarkets
Address Line1	555 Acme Way
Address Line2	
City	Ardmore
State	PA
Zip	19003
Country	USA
Time Zone	America/New_York
First Name	Wyle
Last Name	Coyote
Email Address	wyle.coyote@acme

next

Customer or Vendor Information (New Unsaved Data)

Main

Specify address and contact information for a customer or vendor location.
When you have no more customer or vendor locations to specify, leave the Location Name field blank.

Note:
A Receivables (A/R) account will be created for customers.
A Payables (A/P) account will be created for vendors.

location_type	vendor ▼
Location Name	Jacobson Coffee Imports
Address Line1	555 Jacobson Way
Address Line2	
City	Bala Cynwyd
State	PA
Zip	19004
Country	USA
Time Zone	America/New_York
First Name	Jay
Last Name	Johnstone
Email Address	jay.johnstone@jacobson.com

next

Customer or Vendor Information (New Unsaved Data)

Main

Specify address and contact information for a customer or vendor location.
When you have no more customer or vendor locations to specify, leave the Location Name field blank.

Note:
A Receivables (A/R) account will be created for customers.
A Payables (A/P) account will be created for vendors.

location_type: customer ▼

Location Name:

Address Line1:

Address Line2:

City:

State:

Zip:

Country:

Time Zone:

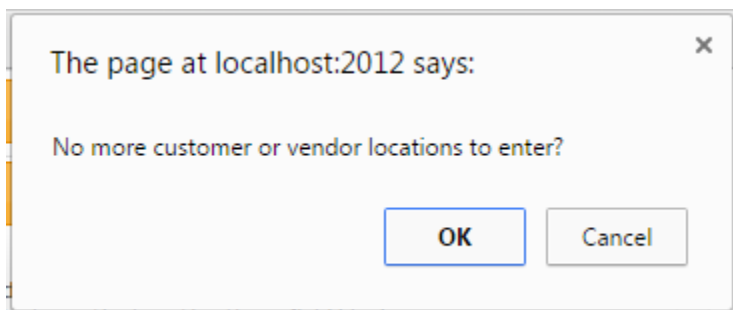
First Name:

Last Name:

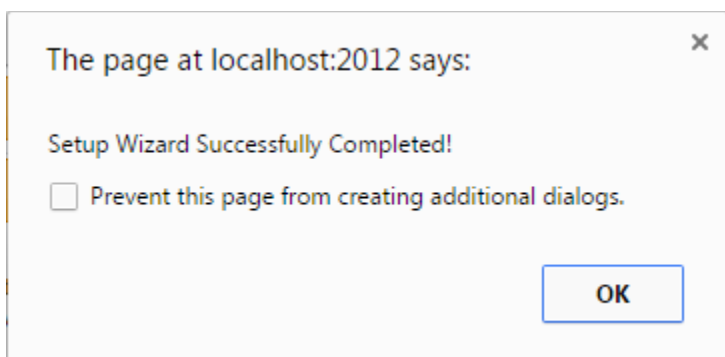
Email Address:

next

Joe fills in information pertaining to each of his customers and vendors, leaving the Location Name field blank when he has no more customers and vendors to specify.



Press the OK button



Press the OK button

3.3.2 Purchase Order Entry

Joe buys raw coffee from his vendor in 50 pound bags. This section illustrates the purchase order entry process.

Select **Operations > Order** and press the new button

Order Manager (New Unsaved Data)

Order | Lines | Contacts | Attributes | Documents

Order ID: Price Profile ID:

Order Type ID*: Total Cost:

Status: Currency ID:

Order Date:

Origin Loc ID:

Destination Loc ID:

Payment Account ID:

Sku-In ID:

Sku-Out ID:

insertClose insertContinue refresh hidden

Specify

- Order Type ID = PO
- Order Date
- Origin Loc ID = vendor location
- Destination Loc ID = delivery location
- Payment Account ID = vendor A/P Account ID

Press the insertClose button

3.3.3 Record Use of Raw Materials

This section illustrates how to record the use of raw materials as part of a manufacturing process.

Select **Operations > SKU > SKU Out** and press the new button

Fill in the inventory Location from where the raw materials are taken and press the **insertContinue** button then the **new** button. Leave the Payment Account ID blank because the material is not being directly sold to anyone. It is being used for manufacturing purposes.

Specify the quantity of material being removed: in this case only one bag. Leave the Unit Price unspecified because the material is not being directly sold.

Press the **insertClose** button

Inventory-Out Manager (Existing Data) ✕

Main

Sku-Out ID

5BsAV61XrinJ.j1

Location ID

Joe4u.j1

Payment Account ID

Transaction Date

2015-04-08 00:00

delete

refresh

hidden

skuotxs

Sku-Out-Tx ID	Sku-Out ID	Item ID	Unit Cost	Unit Price	Currency ID	Qty	SKU Journal	Sale Journal	OwnerGroupID
GPhNtnDnGiEp.i1	5BsAV61XrinJ.j1	RawCoffee.i1	100.00	0.00	USD	1	AZABWnrrgK9k.i1		joe4u

(1..1)/1

new

first

prev

next

last

edit

page# 0 ▼

Optional step: drill-down on the Item ID and go to the Inventory tab

Item Manager (Existing Data) ✕

Item

Inventory

Attributes

Documents

Inventory

SKU ID	Item ID	Location ID	Qty	Min Qty	Total Cost	Unit Cost	Currency ID	OwnerGroupID
pueoNblJpZvf.i1	RawCoffee.i1	Joe4u.i1	4	0	400.00	100.00	USD	joe4u

(1..1)/1

first

prev

next

last

edit

page# 0 ▼

Notice that Joe now has one less bag of raw coffee in inventory.

Optional step: view financial impact of removing material from inventory:
Select Financials > Account and search for cost-of-goods-sold...

Financial Account Finder

Account ID

Account Name

Account Type ID

Balance

Cleared Balance

Currency ID

Sub-Account Of

OwnerGroupID

RowID

Order By

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	cost-of-goods-sold.11	Cost Of Goods Sold	expense	100.00	USD		10e4u

(1..1)/1

page# actions: reports:

Note that removing the raw material from inventory has resulted in an increase of cost-of-goods-sold by the purchase-cost of the raw material.

Optional step: view impact on value of inventory: Use the Financial Account Finder to search for the inventory account...

Financial Account Finder

Account ID

Account Name

Account Type ID

Balance

Cleared Balance

Currency ID

Sub-Account Of

OwnerGroupID

RowID

Order By

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	inventory.11	Inventory	asset-other	400.00	USD		10e4u

(1..1)/1

page# actions: reports:

Notice that the total value of inventory has gone down by the purchase price of the material that was removed from inventory.

3.3.4 New Finished Good Item

This section illustrates the process of creating a new finished good item.

Select **Operations > Item** and press the new button

Item Manager (New Unsaved Data)

Item ID* OnePoundDarkRoast

Item Name One Pound Dark Roast

Physical Spec ID OnePoundBag.j1

Track Inventory? Y ▼

insertClose insertContinue refresh hidden

Fill in the Item ID, Item Name, Physical Spec ID, and leave Track Inventory = Y, then press the insertClose button.

Note: we used the pencil icon to enter a new Physical Spec ID called OnePoundBag as shown below...

Physical Specification Manager (New Unsaved Data)

Main

Physical Spec ID OnePoundBag

Pspec Name One Pound Bag

Length ft ▼

Width ft ▼

Height ft ▼

Weight 1 lb ▼

insertClose insertContinue refresh hidden

3.3.5 Create work-in-progress Account

The addition of finished goods to inventory is modeled as a zero dollar purchase from a simulated vendor called work-in-progress. This section illustrates the creation of the work-in-progress vendor.


Select Financials > Account and press the new button

Financial Account Manager (New Unsaved Data)

Account Transactions Contacts Attributes Documents

Account ID


Account Name


Account Type ID 

Initial Balance

Initial Balance Date

Balance

Currency ID 

Sub-Account Of 

Fill in the fields as shown and press the insertClose button

3.3.6 Record Addition of Finished Good to Inventory

This section illustrates how Joe records the addition of finished goods to inventory, in this case he has roasted one 50 pound bag. He adds 50 individual one pound bags of dark roast coffee into inventory.

Select Operations > SKU > SKU In and press the new button

Inventory In Manager (New Unsaved Data) 

Main

SKU-In ID

Location ID 

Payment Account ID 

Lot Date

Inventory-In Transactions

SKU-In-Tx ID	SKU-In ID	Item ID	Unit Cost	Currency ID	Qty	Journal Entry ID	OwnerGroupID
<input type="button" value="new"/>	<input type="button" value="first"/>	<input type="button" value="prev"/>	<input type="button" value="next"/>	<input type="button" value="last"/>	<input type="button" value="edit"/>	<input type="text" value="page#"/>	<input type="button" value="▼"/>

Fill in the inventory Location ID and Lot Date. Specify work-in-progress for the Payment Account.

Press the insertContinue button then the new button

Inventory-In Transaction Manager (New Unsaved Data)

Main

Sku-In-Tx ID

Sku-In ID

215DvsAWZdUO.j1

Item ID

OnePoundDarkRoast.j1

Unit Cost

Currency ID

Qty

50

Journal Entry ID

insertClose

insertContinue

refresh

hidden

Specify the Item ID and Qty then press the insertClose button

Inventory In Manager (Existing Data)

Main

Sku-In ID

215DvsAWZdUO.j1

Location ID

Joe4u.j1

Payment Account ID

work-in-progress.j1

Lot Date

2015-04-08 00:00

delete

refresh

hidden

Inventory-In Transactions

Sku-In-Tx ID	Sku-In ID	Item ID	Unit Cost	Currency ID	Qty	Journal Entry ID	OwnerGroupID
Jzn1wXfKL7iW.i1	215DvsAWZdUO.j1	OnePoundDarkRoast.j1	0.00	USD	50	HCf0L5QE80S1.i1	joe4u

(1..1)/1

new

first

prev

next

last

edit

page# 0 ▾

We now have 50 one pound bags of dark roast coffee in inventory purchased for \$0 from work-in-progress.

3.3.7 Other Steps

Other steps in this use case are left up to the reader because they are quite similar to those previously presented in the [Remco Heating and Cooling](#) use case.

4 Tips and Tricks

4.1 Document Management

The Codamos Document Management feature supports the ability to upload and download any type of document to the system, and associate documents with business objects. This section illustrates one sample use of the document management feature whereby we upload a pdf document and attach it to a contact.

Use the Contact Finder to find the desired contact and drill-down into the Manager dialog

contact Manager (Existing Data)

Contact Status Attributes Documents Notes Connections

Contact ID* larryellison.d1

Email Address larry.ellison@oracle.com

Email Display Name Larry Ellison

Last Name Ellison

First Name Larry

Middle Name

Title Chief Technology Officer

Company Name Oracle

Mobile Phone

Location ID

delete refresh hidden

Go into the Documents tab and press the new button

Contact Document Manager (New Unsaved Data)

Main

Contact ID larryellison.d1

Attribute ID

Document ID

insertClose insertContinue refresh hidden

Specify an Attribute ID either using the magnifying glass icon to select an existing Attribute ID, or using the pencil icon to create a new one. We used the magnifying glass icon to select the existing **resume** attribute

Contact Document Manager (New Unsaved Data)

Main

Contact ID

larryellison.d1

Attribute ID

resume

Document ID

insertClose
insertContinue
refresh
hidden

Use the Document ID pencil icon to upload a new document...

Document Manager (New Unsaved Data)

Document
Attributes

Document ID

doc_type_id

filename

size

mime_type_id

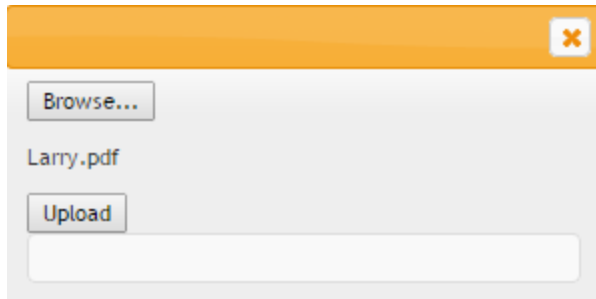
Description

upload
insertContinue
refresh
hidden
download

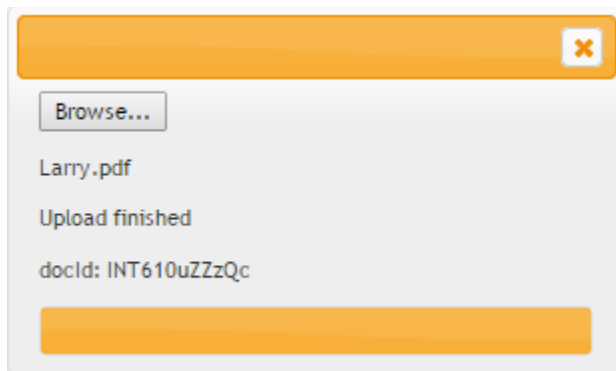
Press the upload button...

Browse...

Press the Browse... button to browse for the document you want to upload...



Press the Upload button...



Close the above dialog, pressing the X in the upper right-hand corner...



Close the Document Manager, pressing the X in the upper right-hand corner...

Contact Document Manager (New Unsaved Data)

Main

Contact ID

Attribute ID

Document ID

insertClose

insertContinue

refresh

hidden

Press the insertClose button...

contact Manager (Existing Data)

Contact
Status
Attributes
Documents
Notes
Connections

Contact Documents

RowId	Contact ID	Attribute ID	Document ID	OwnerGroupId
8	larryellison.d1	resume	INT610uZZzQc	doc

(1..1)/1

new
first
prev
next
last
edit
page# 0

The document is now uploaded and attached to the contact.

Now to download/view the document, drill-down on the Document ID above...

Document Manager (Existing Data)

Document
Attributes

Document ID

doc_type_id

filename

size

mime_type_id

Description

upload
delete
refresh
hidden
download

Press the download button to display the pdf document...

Lawrence Joseph "Larry" Ellison (born August 17, 1944) is an American [programmer](#), [internet entrepreneur](#), [adventurer](#), [businessman](#) and [philanthropist](#). He was the [Chief Executive Officer](#) of the software company [Oracle Corporation](#) between its foundation in 1977 and 2014. In 2014, he was listed by *Forbes* as the [third-wealthiest](#) man in America and as the fifth-wealthiest person in the world, with a fortune of \$56.2 billion.^[3]

Ellison was born in [New York City](#) but grew up in [Chicago](#). He studied at the [University of Illinois at Urbana–Champaign](#) and the [University of Chicago](#) without graduating before moving to [California](#) in 1966. While working at [Ampex Corporation](#) in the early 1970s, he became influenced by [Edgar F. Codd](#)'s research on [relational database](#) design, which led in 1977 to the formation of what became Oracle. Oracle became a successful database vendor to mid- and low-range systems, competing with [Sybase](#) and [Microsoft SQL Server](#), which led to Ellison being listed by *Forbes* as the richest Californian in 2006.

Ellison has donated up to 1% of his wealth to charity and has signed [The Giving Pledge](#). In addition to his work at Oracle, Ellison has had success in yachting, through BMW Oracle Racing, and is a licensed aircraft pilot who owns two military jets.

You can then download the document as desired.

Note: the exact behavior for viewing and downloading documents varies depending on which browser you are using .

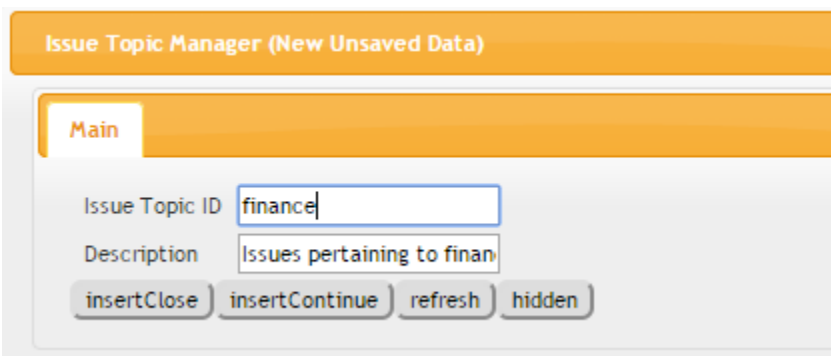
4.2 Issue Tracking

The issue tracking system is used to track anything that needs to be acted upon in some fashion. This section illustrates the use of the issue tracking system as a to-do list for the owner of Joe4u Coffee. Joe's business is booming and he needs some additional financing to support his growth. Joe enters an issue as a reminder to make calls to various banks.

4.2.1 Issue Topics

The system comes with certain public issue topics which pertain to the software itself. It is likely you will want to add your own issue topics, as illustrated in this section.

Select **Issue Tracking > Setup > Issue Topic** and press the new button...



The screenshot shows a web form titled "Issue Topic Manager (New Unsaved Data)". It has a tab labeled "Main". Below the tab, there are two input fields: "Issue Topic ID" with the text "finance" and "Description" with the text "Issues pertaining to finan". At the bottom of the form, there are four buttons: "insertClose", "insertContinue", "refresh", and "hidden".

In this example, we are entering a new Issue Topic ID of **finance**.

Press the insertClose button...

4.2.2 Issue Entry


This section illustrates the entry of a new issue which is a reminder to make a phone call regarding financing.


Select **Issue Tracking > Issue** and press the new button...

issue Manager (New Unsaved Data)

Issue Attributes Contacts Documents Notes

Issue ID

Issue Category ID  TASK

Issue Topic ID  finance.j1

Description

Status

Status Reason

priority

We are entering the issue with Issue Category of TASK and Issue Topic of finance and making it priority #1.

Press the insertClose button then the find button...

Issue Finder

Issue ID: begins with

Issue Category ID: begins with

Issue Topic ID: begins with

Description: begins with

Status: begins with

Status Reason: begins with

priority: begins with

InsertUserId: begins with

UpdateUserId: begins with

OwnerGroupId: begins with

RowId: begins with

Order By: ASC Max: 100

Issues

	Issue ID	Issue Category ID	Issue Topic ID	Description	Status	Status Reason	priority	OwnerGroupId	InsertUserId	UpdateUserId
<input type="checkbox"/>	8EHtiBqtI9RV.i1	TASK	finance.i1	Call banks regarding financing	open		1	joe4u	joe.j1	

(1..1)/1

page# 0

We now have one open issue needing our attention.

When you act upon the issue, update the issue status as appropriate. You can then distinguish open issues from closed issues, etc.

4.3 Reverse a Financial Transaction

Codamos performs double-entry accounting behind the scenes. So, each financial transaction impacts at least two accounts. By design, you cannot simply delete a financial transaction: you must instead delete the **journal entry** which references all the accounts that are impacted. This section illustrates the process of reversing a financial transaction by deleting the associated journal entry.

In this example, we have made an erroneous entry in our bank account and we wish to reverse the entry.

Go into the Account containing the erroneous transaction, and then go into the Transactions tab...

Financial Account Manager (Existing Data)

wells-fargo Transactions

Transaction ID	Account ID	Check/Ref Num	Transaction Date	Increase	Decrease	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupId
vqP2mCzCIIH7.d1	wells-fargo.d1	1001	2015-04-09 00:00:00		100.00	usd	Demonstrate reversal of financial transaction	<input type="checkbox"/>	40ADukC0BZtn.d1	doc

(1..1)/1

page# 0

Drill into the Journal Entry by clicking on the Journal Entry ID...

Journal Entry Manager (Existing Data) ✕

Main

Journal Entry ID

40ADukC0BZtn.d1

Transaction Date

2015-04-09 00:00

Check/Ref Num

1001

Amount

100.00

Debits

100.00

Credits

100.00

Posted ?

Y ▼

Description

Demonstrate reversal of financial transaction

delete

refresh

hidden

saveAsTemplate

Journal Details

Journal Detail ID	Journal Entry ID	Account ID	debit	credit	Currency ID	OwnerGroupID
4PeTrTpZGAQ.d1	40ADukC0BZtn.d1	wells-fargo.d1		100.00	usd	doc
NPXWUxeuwMCg.d1	40ADukC0BZtn.d1	repairs.d1	100.00		usd	doc

(1..2)/2

first

prev

next

last

page# 0 ▼

Press the delete button...

Financial Account Manager (Existing Data) ✕

Account Transactions Contacts Attributes Documents

wells-fargo Transactions

Transaction ID	Account ID	Check/Ref Num	Transaction Date	Increase	Decrease	Currency ID	Description	Cleared?	Journal Entry ID	OwnerGroupID
first	prev	next	last	withdrawal	deposit	splitWithdrawal	depositPaycheck	mortgagePayment	page# 0 ▼	

The transaction is now gone, both from your bank account, and as well as from the associated expense account (in this case).

4.4 Upper vs. Lower Case and Duplicate Keys

Be aware that Codamos is not case sensitive in most cases. Your username and password is an exception. So Codamos treats **USA** and **usa** as the same string of characters, for example. We illustrate this point in this section by showing what happens if you attempt to enter a contact with Contact ID of JANE and another with a Contact ID of jane.

First we enter a Contact with Contact ID = JANE

contact Manager (New Unsaved Data)

Contact

Status

Attributes

Documents

Notes

Connections

Contact ID*

JANE

Email Address

Email Display Name

Last Name

Goodall

First Name

Jane

Middle Name

Title

Company Name

Mobile Phone

Location ID

insertClose

insertContinue

refresh

hidden

Press the insertClose button and then search for contacts whose ID starts with j...

contact Finder

Contact

Attributes

Status

Contact ID

begins with

j

Title

begins with

Email Address

begins with

Company Name

begins with

Email Display Name

begins with

Mobile Phone

begins with

Last Name

begins with

Location ID

begins with

First Name

begins with

OwnerGroupId

begins with

Middle Name

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

RowId

std_rowid

ASC

Offset

0

Max

100

contacts

	Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
<input type="checkbox"/>	JANE.d1			Goodall	Jane						doc

(1..1)/1

new

first

prev

next

last

edit


page# 0

actions

Now let's try entering another Contact with a Contact ID of jane...

contact Manager (New Unsaved Data)

[Contact](#)
[Status](#)
[Attributes](#)
[Documents](#)
[Notes](#)
[Connections](#)

Contact ID*
 Email Address
 Email Display Name
 Last Name
 First Name
 Middle Name
 Title
 Company Name
 Mobile Phone
 Location ID 

Press the insertClose button...

Problem ✕

Duplicate Entry: Please try a different ID

The system reports a **Duplicate Entry** error because JANE and jane are the same ID as far as Codamos is concerned.

4.5 Reuse Specific Setup Wizard Steps

The Setup Wizard walks the group admin user through various setup steps, as previously illustrated in [Setup Wizard for the Group Administrator](#) and as part of use case [Eagle Legal Services](#). In the event that you wish to re-use specific steps of the setup wizard, this section shows you how. For example, say we want to use the setup wizard to add additional customer or vendor locations...

Select **Financials > Setup > Setup Wizard Editor** and then the find button

Setup Wizard Finder

sw_id

begins with

sw_type_id

begins with

OwnerGroupId

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Setup Wizards

	sw_id	sw_type_id	OwnerGroupId
<input type="checkbox"/>	doc	fina	doc

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

Drill down on the sw_id...

Setup Wizard Manager (Existing Data)

Main

sw_id

doc

sw_type_id

fina

delete

refresh

hidden

Setup Wizard Details

	swd_id	sw_id	manager_id	Sequence	is_done	OwnerGroupId
	cV2E3l4kCczN.d1	doc	swv	0	Y	doc
	OsKkKhjNyj9b.d1	doc	sw_gadmin	1	Y	doc
	zyTIhrOgYO4z.d1	doc	sw_fina_chart	2	Y	doc
	66DoYqzfs3J0.d1	doc	sw_finaconf	3	Y	doc
	TalqCMhZdaZi.d1	doc	sw_hqloc	4	Y	doc
	rhR2vF8KfPQc.d1	doc	sw_bank	5	Y	doc
	xeWZSFFORKxx.d1	doc	sw_pitem	6	Y	doc
	tc26srDdp1qD.d1	doc	sw_loc	7	Y	doc

(1..8)/8

new

first

prev

next

last

edit

page#

0

Drill down on the step you wish to reuse, in this case we wish to reuse the last step. Click on the associated swd_id...


Setup Wizard Detail Manager (Existing Data)

Main

swd_id

tc26srDdp1qD.d1

sw_id

 doc

manager_id

sw_loc

Sequence

7

is_done

Y ▼

delete

refresh

hidden

Change is_done from Y to N and press the updateClose button


Setup Wizard Detail Manager (Existing Data)

Main

swd_id

tc26srDdp1qD.d1

sw_id

 doc

manager_id

sw_loc

Sequence

7

is_done

N ▼

updateClose

updateContinue

delete

refresh

hidden


Setup Wizard Manager (Existing Data)

Main

sw_id

doc

sw_type_id



fin

delete

refresh

hidden

Setup Wizard Details

swd_id	sw_id	manager_id	Sequence	is_done	OwnerGroupid
cV2E3l4kCczN.d1	doc	swv	0	Y	doc
OsKkKhjNyj9b.d1	doc	sw_gadmin	1	Y	doc
zyTlhrOgYO4z.d1	doc	sw_fina_chart	2	Y	doc
66DoYqzfs3J0.d1	doc	sw_finaconf	3	Y	doc
TalqCMhZdaZi.d1	doc	sw_hqloc	4	Y	doc
rhR2vF8KfPQc.d1	doc	sw_bank	5	Y	doc
xeWZSFFORKxx.d1	doc	sw_pitem	6	Y	doc
tc26srDdp1qD.d1	doc	sw_loc	7	N	doc

(1..8)/8

new

first

prev

next

last

edit

page# 0 ▼

Close the Setup Wizard Manager.

Now re-run the setup wizard: **Select Financials > Setup Wizard...**

Setup Wizard View (Existing Data)

Main

Group ID

Welcome to the Codamos Setup Wizard, which guides you through the initial setup process, including:

- ☒ Setup Wizard Introduction
- ☒ Setup Group Administrator
- ☒ Setup Chart of Accounts
- ☒ Setup Inventory Configuration
- ☒ Setup Headquarters Location
- ☒ Setup Bank Account
- ☒ Setup Inventory
- ☐ Setup Customer and Vendor Locations

Notice above that the last step is unchecked. When you press the next button, you will do the last step...

4.6 Import Comma Delimited (CSV) Data Files

In the event that you already have relevant data in a spreadsheet file, it is likely you will want to import that data into Codamos. For example, you may have a list of contacts you wish to import. This section shows you how. A similar process applies to all business objects, not just contacts.

Follow the steps in [Create CSV Import Template](#) to create a CSV Import Template File (if you haven't already done so).

Make a copy of your CSV Import Template file, giving it a meaningful name...

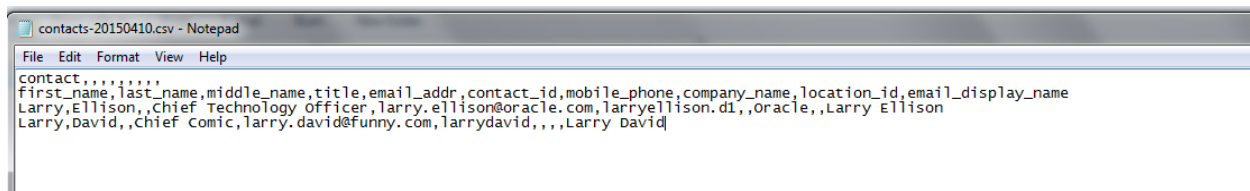
Open your CSV file in Excel as shown below...

	A	B	C	D	E	F	G	H	I	J	K	L
1	contact											
2	first_name	last_name	middle_name	title	email_addr	contact_id	mobile_pl	company_name	location_id	email_display_name		
3	Larry	Ellison		Chief Technology Officer	larry.ellison@oracle.com	larryellison.d1		Oracle		Larry Ellison		
4												
5												

Paste your new data into the CSV file. In our example, we are adding a single contact as shown below...

	A	B	C	D	E	F	G	H	I	J	K	L
1	contact											
2	first_name	last_name	middle_name	title	email_addr	contact_id	mobile_pl	company_name	location_id	email_display_name		
3	Larry	Ellison		Chief Technology Officer	larry.ellison@oracle.com	larryellison.d1		Oracle		Larry Ellison		
4	Larry	David		Chief Comic	larry.david@funny.com	larrydavid				Larry David		
5												
6												

In this example, we have added a contact named Larry David. When done adding data, save the file and exit Excel. Open the file in notepad...



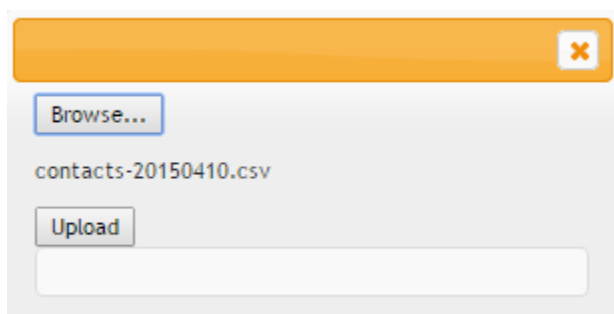
If you have any blank lines at the end of the file, remove them so that when you press the End button, the cursor goes to the end of the last line. Save the file and exit notepad.

Now to import the CSV file:

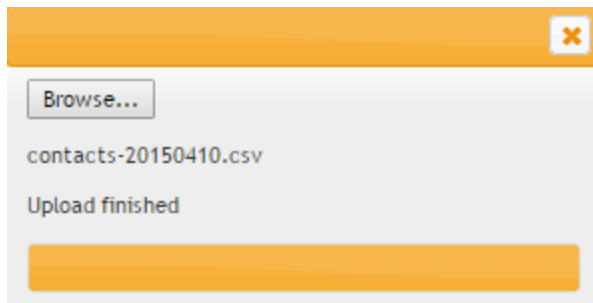
Select **Group Admin > Data Management > CSV Line** and press the find button...

If you have any records in the CSV Line table, remove them all using the Mass Update action. Reference section [Grid Actions](#) for an illustration of using Mass Update.

Press the importLocalFile button then the Browse button then select your CSV file...



Press the Upload button...



Close the Browse dialog and press the find button...

CSV Line Finder

csv_header_id

line_no

txcode

content

Status

status_text

OwnerGroupid

RowId

Order By: Offset: Max:

CSV Lines

RowId	csv_header_id	line_no	txcode	content	Status	status_text	OwnerGroupid	InsertUserId
<input type="checkbox"/> 472	contact20150410074112	0	NV	Larry, Ellison,, Chief Technology Officer, larry.ellison@oracle.com, larry.ellison.d1,, Oracle,, Larry Ellison	fresh		doc	admin.d1
<input type="checkbox"/> 473	contact20150410074112	1	NV	Larry, David,, Chief Comic, larry.david@funny.com, larry.david,,, Larry David	fresh		doc	admin.d1

(1..2) / 2

page# actions:

Notice that you now have 2 rows in the CSV Lines table corresponding to the 2 lines from the CSV file.

Select the **massUpdate** action from the actions drop-down list...

CSV Line Manager (New Unsaved Data)

Main

csv_header_id

line_no

txcode

content

Status

status_text

std_chseqno

RowId

Select txcode of **II** and press the **massUpdate** button and press the OK button to confirm...

CSV Line Finder

csv_header_id: begins with

line_no: begins with

txcode: begins with

content: begins with

Status: begins with

status_text: begins with

OwnerGroupId: begins with

RowId: begins with

find clear count saveFinder Order By: ASC Offset: 0 Max: 100

CSV Lines

RowId	csv_header_id	line_no	txcode	content	Status	status_text	OwnerGroupId	InsertUserId
472	contact20150410074112	0	II	Larry, Ellison,,Chief Technology Officer,larry.ellison@oracle.com,larryellison.d1,,Oracle,,Larry Ellison	fresh		doc	admin.d1
473	contact20150410074112	1	II	Larry,David,,Chief Comic,larry.david@funny.com,larrydavid,,,Larry David	fresh		doc	admin.d1

(1..2)/2

new first prev next last edit importLocalFile importRemoteFile importString process page# 0 actions

Notice that the txcode is now **II** on both records.

Press the **process** button...

CSV Line Finder

csv_header_id: begins with

line_no: begins with

txcode: begins with

content: begins with

Status: begins with

status_text: begins with

OwnerGroupId: begins with

RowId: begins with

find clear count saveFinder Order By: ASC Offset: 0 Max: 100

CSV Lines

RowId	csv_header_id	line_no	txcode	content	Status	status_text	OwnerGroupId	InsertUserId
472	contact20150410074112	0	II	Larry, Ellison,,Chief Technology Officer,larry.ellison@oracle.com,larryellison.d1,,Oracle,,Larry Ellison	ok	Duplicate key error ignored	doc	admin.d1
473	contact20150410074112	1	II	Larry,David,,Chief Comic,larry.david@funny.com,larrydavid,,,Larry David	ok	insertOne success	doc	admin.d1

(1..2)/2

new first prev next last edit importLocalFile importRemoteFile importString process page# 0 actions

Notice that the Status and status_text columns have changed. In our case, we have **Duplicate key error ignored** for the first row, and **insertOne success** for the second row. This is as expected.

You may now use the Contact finder to see the new contact...

contact Finder

Contact Attributes Status

Contact ID begins with larryd Title begins with

Email Address begins with Company Name begins with

Email Display Name begins with Mobile Phone begins with

Last Name begins with Location ID begins with

First Name begins with OwnerGroupId begins with

Middle Name begins with

RowId begins with

find clear count saveFinder Order By ASC Offset 0 Max 100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
<input type="checkbox"/> larrydavid.d1	larry.david@funny.com	Larry David	David	Larry		Chief Comic				doc

(1..1)/1

new first prev next last edit page# 0 actions

This concludes this illustration of how to import Comma Delimited (CSV) data files.

4.6.1 Create CSV Import Template

This section illustrates how to create a CSV Import Template file, which is a plain text file having three lines:

1. Line 1 is the table name only
2. Line 2 is a comma-separated list of column names
3. Line 3 is a line of sample data

This example illustrates how to create a CSV Import Template for Contact business object.

From the Contact finder results, limit the finder results to display only a single record...

contact Finder

Contact Attributes Status

Contact ID begins with Title begins with

Email Address begins with Company Name begins with

Email Display Name begins with Mobile Phone begins with

Last Name begins with Location ID begins with

First Name begins with OwnerGroupId begins with

Middle Name begins with

RowId in 103

find clear count saveFinder Order By ASC Offset 0 Max 100

contacts

Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupId
<input checked="" type="checkbox"/> larryellison.d1	larry.ellison@oracle.com	Larry Ellison	Ellison	Larry		Chief Technology Officer	Oracle			doc

(1..1)/1

new first prev next last edit page# 0 actions

From the actions drop-down list, select **export...**

```
contact
"first_name","last_name","middle_name","std_chseqno","title","std_rowid","std_ugroup_id","email_addr","std_collab_id","contact_id","std_user_id","mobile_phone","company_name","std_iuser_id","std_tstamp","location_id","email_display_name"
"Larry","Ellison","","0","Chief Technology Officer","103","doc","larry.ellison@oracle.com","","","larryellison.d1","","","Oracle","admin.d1","2015-04-01 08:50:28","","","Larry Ellison"
```

If you are using Chrome, the CSV content will be displayed in a separate browser tab. Right-click on the CSV content and select **save as**. The browser will then prompt you for where you want to save the contents. In our case, we saved the file to the downloads directory. Now open the file in Excel...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	contact																		
2	first_name	last_name	middle_name	std_chseqno	title	std_rowid	std_ugrou	email_addr	std_collab	contact_id	std_user	mobile_p	company	std_iuser	std_tstamp	location_i	email_display_name		
3	Larry	Ellison		0	Chief Tech	103	doc	larry.ellison@oracle	larryellison.d1				Oracle	admin.d1	#####		Larry Ellison		
4																			
5																			

Expand the width of the columns so that each column name is readable. Then remove any column whose column name starts with **std_...**

	A	B	C	D	E	F	G	H	I	J	K
1	contact										
2	first_name	last_name	middle_name	title	email_addr	contact_id	mobile_phone	company_name	location_id	email_display_name	
3	Larry	Ellison		Chief Technology Officer	larry.ellison@oracle.com	larryellison.d1		Oracle		Larry Ellison	
4											
5											

Now save the file in a well-known place using a meaningful name such as **contact-template.csv**

This concludes the illustration of how to create a CSV Import Template.

4.7 Physical Inventory Reconciliation Process

Ideally, your physical inventory counts will always agree 100% with the counts in the computer. However, hopefully not too frequently, your physical inventory counts will not match up and need to be reconciled. When an item is removed from inventory without a corresponding transaction, for example, the two become out-of-sync. This section illustrates the process of inputting an observed item count and describes the associated financial transactions.

According to the computer, Joe currently has four 50 pound bags of coffee in his inventory...

Item Manager (Existing Data) ✕

Item Inventory Attributes Documents

Inventory

SKU ID	Item ID	Location ID	Qty	Min Qty	Total Cost	Unit Cost	Currency ID	OwnerGroupId
pueoNblJpZvf.i1	RawCoffee.i1	Joe4u.j1	4	0	400.00	100.00	USD	joe4u


(1..1)/1

first prev next last edit page# 0 ▼

However, upon inspection of his warehouse, Joe finds that there are only 3 bags, not 4. Apparently 1 bag has gone missing. To reconcile, Joe selects **Operations > SKU > SKU Adjustment** and presses the new button...

SKU Adjustment Manager (New Unsaved Data) ✕

Main

SKU Adjustment ID
Location ID  Joe4u.j1
Transaction Date 2015-04-10 00:00
insertClose insertContinue refresh hidden

SKU Adjustment Transactions

SKU Adjustment Tx ID	SKU Adjustment ID	Item ID	Default Unit Cost	Currency ID	Observed Qty	Delta Qty	Journal Entry ID	OwnerGroupId
----------------------	-------------------	---------	-------------------	-------------	--------------	-----------	------------------	--------------

new first prev next last edit page# ▼

He fills in the Location ID, Transaction Date, then presses the insertContinue button then the new button...

SKU Adjustment Manager (New Unsaved Data)

Main

SKU Adjustment Tx ID

SKU Adjustment ID

xXBhUupagH6Q.j1

Item ID

RawCoffee.j1

Default Unit Cost

Currency ID

Observed Qty

3

Delta Qty

Journal Entry ID

insertClose

insertContinue

refresh

hidden

He fills in the Item ID and Observed Qty (3 in this case) and presses the insertClose button...

SKU Adjustment Manager (Existing Data)

Main

SKU Adjustment ID

xXBhUupagH6Q.j1

Location ID

Joe4u.j1

Transaction Date

2015-04-10 00:00

delete

refresh

hidden

SKU Adjustment Transactions

SKU Adjustment Tx ID	SKU Adjustment ID	Item ID	Default Unit Cost	Currency ID	Observed Qty	Delta Qty	Journal Entry ID	OwnerGroupID
EKAY2M2VsOJm.i1	xXBhUupagH6Q.i1	RawCoffee.i1	0.00	USD	3	-1	KFC5tQ0259m5.i1	joe4u

(1..1)/1

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Notice that the system determines that the **Delta Qty** is -1. In other words, we are one bag short in this case.

Now, we can have a look at what data has changed behind the scenes. Click on RawCoffee and then go to the Inventory tab...

Item Manager (Existing Data)

Item

Inventory

Attributes

Documents

Inventory

SKU ID	Item ID	Location ID	Qty	Min Qty	Total Cost	Unit Cost	Currency ID	OwnerGroupID
pueoNblJpZvf.i1	RawCoffee.i1	Joe4u.i1	3	0	300.00	100.00	USD	joe4u

(1..1)/1

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page# 0

Notice that the Qty has been updated from 4 to 3. The computer is now in-sync with the physical count. Next, let's look at the financials involved. Use the Financial Account finder to display all accounts which start with cost...

Financial Account Finder

Account ID

begins with ▼

cost

Account Name

begins with ▼

Account Type ID

begins with ▼

Balance

begins with ▼

Cleared Balance

begins with ▼

Currency ID

begins with ▼

Sub-Account Of

begins with ▼

OwnerGroupID

begins with ▼

RowID

begins with ▼

find

clear

count

saveFinder

Order By ▼

ASC ▼

Offset 0

Max 100 ▼

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID
<input type="checkbox"/>	cost-of-goods-sold.i1	Cost Of Goods Sold	expense	100.00	USD		joe4u
<input type="checkbox"/>	cost-of-goods-taken.i1	Cost Of Goods Taken	expense	100.00	USD		joe4u

(1..2)/2

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reports ▼

Notice that we now have a \$100 charge in the **cost-of-goods-taken** account. This is the account used to track inventory “shrinkage”. Hopefully for you this account remains at zero dollars...We can also see the impact on the Inventory financial account...

Financial Account Finder

Account ID
begins with
inv

Account Name
begins with

Account Type ID
begins with

Balance
begins with

Cleared Balance
begins with

Currency ID
begins with

Sub-Account Of
begins with

OwnerGroupid
begins with

Rowid
begins with

find
clear
count
saveFinder
Order By
ASC
Offset 0
Max 100

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupid
<input type="checkbox"/>	inventory.i1	Inventory	asset-other	300.00	USD		joe4u

(1..1)/1

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edit
page# 0
actions
reports

It has gone down by \$100 as a result of the apparent theft.

4.8 Recruiting Management

This section illustrates the use of the Codamos recruiting management application, which helps keep track of job applicants, resumes, interviews, etc.

4.8.1 Register a Contact as a Job Applicant

This section shows how to register a contact as a job applicant, including uploading the candidates resume so that becomes available for full-text search.

Select **HR > Contact** and press the new button

contact Manager (New Unsaved Data)

Contact ID* john-jones
 Email Address john.jones@yahoo.com
 Email Display Name
 Last Name Johnes
 First Name John
 Middle Name
 Title
 Company Name
 Mobile Phone 555-555-1212
 Location ID

insertClose insertContinue refresh hidden

Fill in the contact information and press the insertContinue button, then go to the Status tab and press the new button...

Contact Status Manager (New Unsaved Data)

Main


Contact ID john-jones.d1
 status_type_id applicant
 val new new


insertClose insertContinue refresh hidden


Fill in the fields as shown to make him a new applicant, then press the insertClose button, then go to the Documents tab and press the new button and follow the instructions in [Document Management](#) for uploading a document. When done you should have...

Contact Document Manager (New Unsaved Data)

Main

Contact ID  john-jones.d1

Attribute ID  resume

Document ID  p5RU1v157eV0

insertClose insertContinue refresh hidden

Press the insertClose button...

You now have a new applicant contact with his resume attached.

4.8.2 Create an Interview Record


This section illustrates how to create a record of an interview.


Select **HR > Interview** and press the new button

Interview Manager (New Unsaved Data) X

Main

Interview ID

Applicant Contact ID  john-jones.d1

Interviewer Contact ID  PaulNewman.d1

Interview Date 2015-04-13 00:00

Evaluation up ▼

Note

Make comments here about the interview.

insertClose insertContinue refresh hidden

Fill in the fields and press the insertClose button

4.9 USPS Shipping

This section illustrates how to use the United States Parcel Service (USPS) shipping feature, which supports the printing of USPS shipping labels within Codamos.

Create a sales order. We show a sample sales order below

Order Manager (Existing Data)

Order | Lines | Contacts | Attributes | Documents

Order ID: 0000000002.j1 | Price Profile ID: | Total Cost: 10.00 | Currency ID: USD

Order Type ID: SO | Status: new | Order Date: 2015-04-12 00:00

Origin Loc ID: Joe4u.j1 | Destination Loc ID: AcmeSupermarkets.j1 | Payment Account ID: AcmeSupermarkets.j1

Sku-In ID: | Sku-Out ID: |

delete refresh hidden check recalc pdf pickRelease

Our sample sales order has a single sales order line...

Order Manager (Existing Data)

Order | Lines | Contacts | Attributes | Documents

Order Lines

Order Line ID	Order ID	Item ID	Sku-In-Tx ID	Sku-Out-Tx ID	Journal Entry ID	Qty	Price Profile ID	Unit Cost	Currency ID	Description	OwnerGroupID
001-0000000002.j1	0000000002.j1	OnePoundDarkRoast.j1				1		10.00	USD	One pound of Joe4u coffee	joe4u

(1..1)/1

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From the Order tab, press the pickRelease button...

Order Manager (Existing Data)

Order Lines Contacts Attributes Documents

Order ID 0000000002.j1 Price Profile ID

Order Type ID* SO Total Cost 10.00

Status picked Currency ID USD

Order Date 2015-04-12 00:00

Origin Loc ID Joe4u.j1

Destination Loc ID AcmeSupermarkets.j1

Payment Account ID AcmeSupermarkets.j1

Sku-In ID

Sku-Out ID RAoWiBqaOoej.j1

refresh hidden check recalc pdf unPickRelease

Sales order entry is now complete. Next, create a Ship Unit:
Select **Operations > Ship Units** and press the new button...

SHU Manager (New Unsaved Data)

Shu Contents Attributes Documents Children Tracking

SHU ID

Origin Loc ID* Joe4u.j1

Destination Loc ID* AcmeSupermarkets.j1

Physical Spec ID* USPS-MED-FR-BOX-B

Weight 2 lb

Sealed? N

Label Spec ID USPS-EXPRESS

Tracking Num

Carrier Cost

Currency ID

insertClose insertContinue refresh hidden

Fill in the fields as shown, selecting the appropriate Physical Spec ID corresponding to the box you are using, and the appropriate Label Spec ID corresponding to the desired USPS service level.

Press the insertContinue button then go to the Contents tab and press the new button...

SHU Line Manager (New Unsaved Data)

Main

shul_id

SHU ID lzglu5Pw3d46.j1

Item ID OnePoundDarkRoast.j1

Order Line ID 001-0000000002.j1

Qty 1

insertClose insertContinue refresh hidden

Fill in the Item ID, Order Line ID, and Qty according to what you physically packed in the given box.
Press the insertClose button.
Return to the Shu tab...

SHU Manager (Existing Data)

Shu Contents Attributes Documents Children Tracking

SHU ID: lzglu5Pw3d46.j1

Origin Loc ID*: Joe4u.j1

Destination Loc ID*: AcmeSupermarkets.j1

Physical Spec ID*: USPS-MED-FR-BOX-B

Weight: 1.0000 lb

Sealed?: N

Label Spec ID: USPS-PRIORITY

Tracking Num:

Carrier Cost:

Currency ID:

delete refresh hidden pdf label track

Press the label button to generate the USPS label...

SHU Manager (Existing Data)

Shu Contents Attributes Documents Children Tracking

SHU ID: lzglu5Pw3d46.j1

Origin Loc ID*: Joe4u.j1

Destination Loc ID*: AcmeSupermarkets.j1

Physical Spec ID*: USPS-MED-FR-BOX-B

Weight: 1.0000 lb

Sealed?: N

Label Spec ID: USPS-PRIORITY

Tracking Num: 420190969405501699320

Carrier Cost: 12.65

Currency ID: USD

delete refresh hidden pdf label track

The Tracking Num and Carrier Cost Fields will be filled in if the label generated successfully. Go the Documents tab

SHU Manager (Existing Data)

Shu Contents Attributes Documents Children Tracking

SHU Documents

RowId	SHU ID	Attribute ID	Document ID	OwnerGroupId
16	lzglu5Pw3d46.j1	SHIPPING_LABEL	N7VCDAPu0d9d	joe4u
15	lzglu5Pw3d46.j1	USPS_LABEL_REPLY	1gkcRg4sJy2h	joe4u
14	lzglu5Pw3d46.j1	USPS_LABEL_REQUEST	87hP8LHL6Haa	joe4u

(1..3)/3

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Drill-down on the Document ID for the SHIPPING_LABEL row....

Document Manager (Existing Data)

Document Attributes

Document ID

N7VCDapu0d9d

doc_type_id

filename

tmpcamitu.pdf

size

30132

mime_type_id

pdf

Description

upload

delete

refresh

hidden

download

Press the download button to display the shipping label as a pdf document

P

POSTAGE
REQUIRED

PRIORITY MAIL 1-DAY™

JOE CARBONE

JOE4U

WYNNWOOD PA 19096

Ship Date: 04

Expected Delivery: 04

Med Flat Ra

Ref: lzglu5fw2

0

C002

WYLE COYOTE

ACME

WYNNWOOD PA 19096-1639

USPS TRACKING #

9932 0045 3633 54

Electronic Rate Approved # 699320

Print the label and affix to the box.

4.10 Sales Activity Management

This section illustrates the use of the Contact business object to track sales activity.

Use the Contact finder to find the Contact with whom you have sales activity to record. The Contact finder is under the HR menu...

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contact Manager (Existing Data)

Contact | Status | Attributes | Documents | Notes | Connections

Contact ID*

Email Address

Email Display Name

Last Name


First Name

Middle Name

Title

Company Name


Mobile Phone


Location ID 

Go to the status tab add press the new button...

Contact Status Manager (New Unsaved Data)

Main

Contact ID 

status_type_id 

val

Specify a status type ID of prospect and then an appropriate status value, in this case we are indicating that the prospect is hot. Press the insertClose button and go to the Notes tab and press the new button...

The screenshot shows a web application window titled "Contact Note Manager (New Unsaved Data)". Inside, there's a "Main" tab. On the left, there are two input fields: "Contact ID" with a dropdown menu showing "LowerMerionPoliceDepart" and "Attribute ID" with a dropdown menu showing "note". To the right of these fields is a large text area containing the text: "Bruce is quite interested in having more work done and asked for a bid on replacing the units on the 3rd floor." The interface has an orange header and a light gray sidebar.

Fill in an appropriate note and press the insertClose button.
You now have a record of the sales contact.

4.11 Recurring Process Scheduling

Codamos provides the ability to schedule recurring processes such as the process which converts time and expense report entries into financial transactions. You may recall that in section [Timesheet Entry and Processing](#) we illustrated how to perform this type of conversion interactively. It is possible to configure the system to perform this conversion automatically on a schedule. This is a convenience so that you do not need to individually press the process button on each timesheet and expense report.

Notice below that Fred has an outstanding approved timesheet that needs to be processed. Only approved timesheets and expense reports are processed. Timesheets and expense reports that have any other status are ignored.

Timesheet Finder

Timesheet ID

Description

Start Date

End Date

Hours

Status

OwnerGroupId

InsertUserId

RowId

Order By Offset Max

Timesheets

	Timesheet ID	Description	Start Date	End Date	Hours	Status	OwnerGroupId	InsertUserId
<input type="checkbox"/>	150323-fred.e1		2015-03-23	2015-03-30	1.0	processed	eagle	fred.e1
<input type="checkbox"/>	150330-fred.e1		2015-03-30	2015-04-06	3.0	processed	eagle	fred.e1
<input type="checkbox"/>	150413-fred.e1		2015-04-13	2015-04-20	1.0	approved	eagle	fred.e1

(1..3)/3

page# actions

Select **Group Admin > Jobs > Job** and press the new button...

Job Manager (New Unsaved Data)

Main

Job ID

Job Content ID

Run As User ID

Start Date

End Date

Last Run Date

Frequency In Hours

Fill in the fields in a manner similar to shown above. The above configuration says “Run the project accounting job every 24 hours starting on April 20, 2015 and ending April 21, 2016. The last time the process ran was April 1, 2015”. When you set the Last Run Date to a date which precedes the Start Date, it is the same as telling the system to run the process immediately.

Press the insertClose Button and then the find button...

Job Finder

Job ID

begins with

Job Content ID

begins with

Run As User ID

begins with

Start Date

begins with

End Date

begins with

Last Run Date

begins with

Frequency In Hours

begins with

OwnerGroupId

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Jobs

	Job ID	Job Content ID	Run As User ID	Start Date	End Date	Last Run Date	Frequency In Hours	OwnerGroupId
<input type="checkbox"/>	project-accounting.e1	project-accounting		2015-04-20 00:00:00	2016-04-21 00:00:00	2015-04-21 04:06:31	24	eagle

(1..1)/1

new

first

prev

next

last

edit

page#

0

actions

You will notice that the Last Run Date will be updated to indicate that the process ran...

Timesheet Finder

Timesheet ID

begins with

Description

begins with

Start Date

begins with

End Date

begins with

Hours

begins with

Status

begins with

OwnerGroupId

begins with

InsertUserId

begins with

RowId

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Timesheets

	Timesheet ID	Description	Start Date	End Date	Hours	Status	OwnerGroupId	InsertUserId
<input type="checkbox"/>	150323-fred.e1		2015-03-23	2015-03-30	1.0	processed	eagle	fred.e1
<input type="checkbox"/>	150330-fred.e1		2015-03-30	2015-04-06	3.0	processed	eagle	fred.e1
<input type="checkbox"/>	150413-fred.e1		2015-04-13	2015-04-20	1.0	processed	eagle	fred.e1

(1..3)/3

new

first

prev

next

last

edit

page#

0

actions

reports

....which as shown above, changes the status of the **approved** timesheets to **processed**

Financial Account Manager (Existing Data)								
Account Transactions Contacts Attributes Documents								
Wynnewood Software Transactions								
Transaction ID	Account ID	Transaction Date	Increase	Decrease	Currency ID	Description	Journal Entry ID	OwnerGroupID
5d347V9QZ5c.e1	WynnewoodSoftware.e1	2015-04-14 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 face to face meeting	rgWl3NQ1dthc.e1	eagle/wynnewoodsoftware
58FCfrLshVc.e1	WynnewoodSoftware.e1	2015-04-03 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Phone consultation and finalize beta user agreement	VhMTB8wvNl4r.e1	eagle/wynnewoodsoftware
Q4rxEp9LhkRE.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	28.80		USD	Project: wynnewood-software, Resource: fred, Category mileage-expense, 40 miles at 57 cents per mile	lyGnblnkyDkg.e1	eagle/wynnewoodsoftware
dc2igOQmH4Ep.e1	WynnewoodSoftware.e1	2015-04-01 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 Prepare draft beta user agreement	CZIVev7Lq4WM.e1	eagle/wynnewoodsoftware
8HBvMqvFS0Tb.e1	WynnewoodSoftware.e1	2015-03-30 04:00:00	300.00		USD	Project: wynnewood-software, Resource: fred, Activity: work, Hrs: 1.0, Rate: 300.00 In person consultation	H36t5OrXT8sY.e1	eagle/wynnewoodsoftware
(1..5)/5								
first prev next last createReceivable receivePayment statement page# 0 ▾								

...which increases the A/R for Wynnewood Software by \$300 in this case.

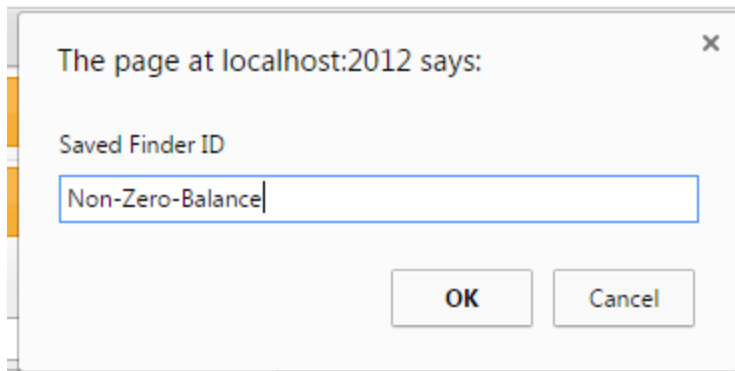
4.12 Business Monitors

A Business Monitor is a set of Saved Finders that you can periodically view/refresh to quickly see how many rows are selected by each Saved Finder in the Business Monitor. You can then “drill down” on a given Saved Finder to quickly see the rows in question. Business Monitors make it convenient to monitor for business objects instance that need your subsequent attention.

For example, let’s say that you are responsible for continuously monitoring for accounts receivable having a non-zero balance. First, you define an appropriate finder, as shown below...

Financial Account Finder									
Account Transactions									
Account ID	begins with ▾								
Account Name	begins with ▾								
Account Type ID	begins with ▾	ar		ar ▾					
Balance	> ▾	0							
Cleared Balance	begins with ▾								
Currency ID	begins with ▾								
Sub-Account Of	is not null ▾								
OwnerGroupID	begins with ▾								
RowID	begins with ▾								
find clear count saveFinder Order By ▾ ASC ▾ Offset 0 Max 100 ▾									
Financial Accounts									
<input type="checkbox"/>	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupID		
<input type="checkbox"/>	LowerMerionPoliceDepartment.r1	Lower Merion Police Department	ar	78.00	USD	accounts-receivable.r1	remco		
(1..1)/1									
new first prev next last page# 0 ▾ actions ▾ reports ▾									

...then press the saveFinder button to save it, calling it **Non-Zero-Balance**...



...then select Utility > Businss Monitor and press the New button...

A screenshot of the "Business Monitor Manager (New Unsaved Data)" window. The "Main" tab is active. It shows input fields for "busmon_id" (containing "my-work-queue"), "Description", and "refresh_freq". Below these are buttons for "insertClose", "insertContinue", "refresh", and "hidden". A section titled "Business Monitor Details" contains a table with columns: "busmond_id", "busmon_id", "Saved Finder ID", "Sequence", "nrow", and "OwnerGroupId". Below the table are navigation buttons: "first", "prev", "next", "last", and a "page#" dropdown.

...fill in the busmon_id field as shown above, then press then insertContinue button, then then new button...

Business Monitor Detail Manager (New Unsaved Data)

Main

busmond_id

busmon_id

my-work-queue.r1

Saved Finder ID

Non-Zero-Balance-adn

Sequence

1|

nrow

insertClose

insertContinue

refresh

hidden

Fill in the Saved Finder ID and Sequence fields similar to above, then press the insertClose button...

Your Business Monitor is now complete...

Business Monitor Manager (Existing Data)

Main

busmon_id

my-work-queue.r1

Description

refresh_freq

delete

refresh

hidden

Business Monitor Details

busmond_id	busmon_id	Saved Finder ID	Sequence	nrow	OwnerGroupId
M0xmCxabKqV/L.r1	my-work-queue.r1	Non-Zero-Balance-admin.r1	1		remco

(1..1)/1

new

first

prev

next

last

page# 0 ▼

...to use it, press the refresh button...then you can “drill down” by clicking on a Saved Finder ID...

Financial Account Finder

Account Transactions

Account ID begins with

Account Name begins with

Account Type ID begins with

Balance begins with

Cleared Balance begins with

Currency ID begins with

Sub-Account Of begins with

OwnerGroupId begins with

RowId begins with

find clear count saveFinder Order By ASC Offset 0 Max 100 Non-Zero-Balance-admin.r1

Financial Accounts

	Account ID	Account Name	Account Type ID	Balance	Currency ID	Sub-Account Of	OwnerGroupId
<input type="checkbox"/>	LowerMerionPoliceDepartment.r1	Lower Merion Police Department	ar	78.00	USD	accounts-receivable.r1	remco

(1..1)/1

new first prev next last page# 0 actions reports

...as shown above, you are now in the Finder Results for the selected Saved Finder.

4.13 Item Image Feature

The Item Image Feature lets you upload an image so you can see a picture of the item within the Item Manager Dialog. This section illustrates the use of this feature.

Item Manager (Existing Data)

Item Inventory Attributes Documents

Item ID* FrigidaireFRA052XT75000

Item Name Frigidaire FRA052XT7 5000-BTU Mini Window Air C

Physical Spec ID FrigidaireFRA052XT75000

Track Inventory? N

Unique? N

Image

updateClose updateContinue delete refresh hidden

Within the Item Manager (as shown above), press the Pencil icon on the Image field...

image Manager (New Unsaved Data)

Main

Image

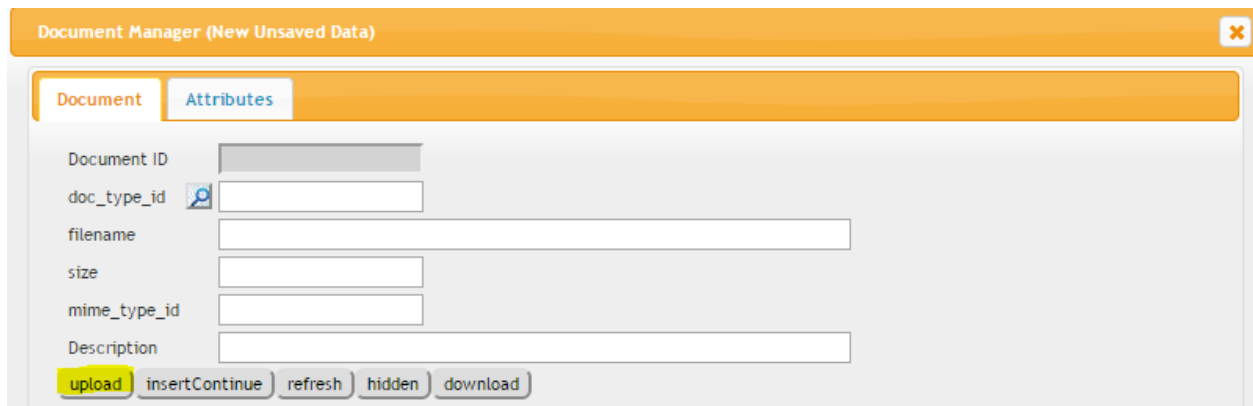
Image Name

url

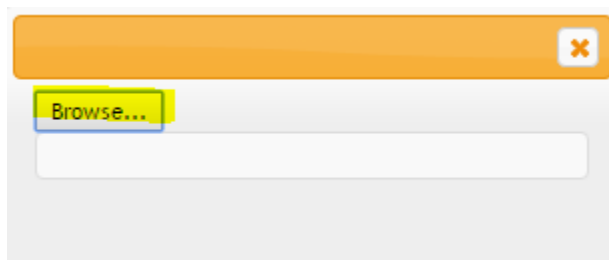
Document ID*

insertClose insertContinue refresh hidden installImage

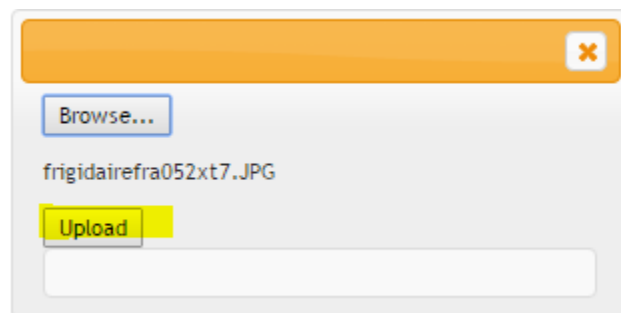
Press the Pencil Icon on the Document ID field (highlighted in yellow above)



Press the upload button (highlighted in yellow above)



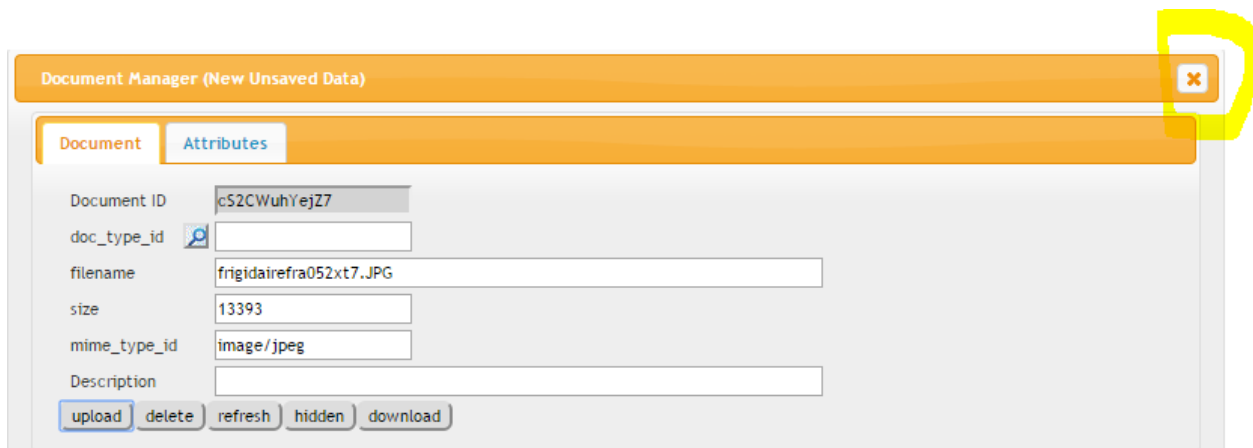
Press the Browse button (highlighted in yellow above). Then select the desired image file...



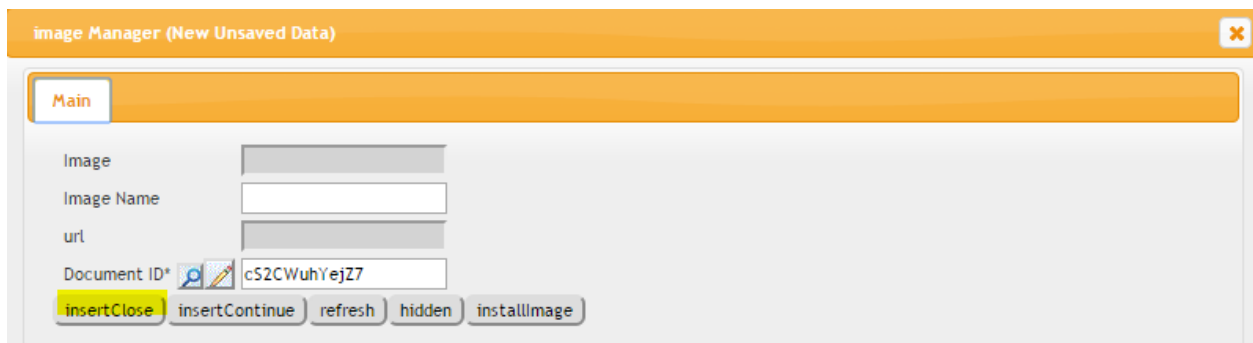
Press the Upload button (highlighted in yellow above)...



Close the browse/upload dialog using the X (highlighted in yellow above)



Close the Document Manager using the X (highlighted in yellow above)



Fill in the Image Name if you want to name the image. If you do not give your image a name, the system will give your image a name consisting of 8 random characters. In this example, we are letting the system name the image by leaving the Image Name blank.

Press the insertClose button (highlighted in yellow above)

The item image is now displayed in the Item Manager, as shown above. Press the updateClose button (highlighted in yellow above) to save your change to the item record.

5 Payroll Management

This section explains how to use the Codamos Payroll Management feature via a mixture of screen shots and text, continuing with our earlier “Remco” use case.

5.1 Setup Benefits

We now illustrate how to setup benefit records corresponding to health coverage. Dental coverage is done in a similar manner (left as an exercise to the reader).

5.1.1 Employee Paid Portion of Medical Coverage

This section illustrates how to setup a benefit corresponding to the employee-paid portion of medical coverage.

Select **Payroll > Setup > Benefit** from the menu, then press the **new** button

The screenshot shows the 'Benefits Manager (New Unsaved Data)' window. The 'Main' tab is active. The form contains the following fields and values:

Benefit ID	aetna-medical
Account ID	aetna-payable.r1
Expense Account ID	
Pretax ?	Y ▼
Deduction ?	Y ▼
Company Paid ?	N ▼
Regular Only ?	Y ▼
Description	Employee Paid Portion of Medical Benefit to Aetna

At the bottom of the form are four buttons: insertClose, insertContinue, refresh, and hidden.

As shown above, we have setup a benefit called **aetna-medical** such that:

- Employee deductions are credited to an **aetna-payable** account
- Deductions are made on a pre-tax basis
- Deductions are only made from “regular” paychecks and not from other types of paychecks such as bonus payments

Notice that for employee-paid benefits, we leave the **Expense Account ID** field blank, as shown above. This field is only used for company-paid benefits.

Press the **insertClose** button to save the information.

5.1.2 Company-paid Portion of Medical Coverage

This section shows how to setup a benefit corresponding to the company-paid portion of medical coverage.

The screenshot shows the 'Benefits Manager (New Unsaved Data)' window. The 'Main' tab is active. The form contains the following fields and values:

Benefit ID	aetna-medical-co
Account ID	aetna-payable.r1
Expense Account ID	health-insurance-expense.r1
Pretax ?	N ▼
Deduction ?	N ▼
Company Paid ?	Y ▼
Regular Only ?	Y ▼
Description	Company-paid portion of medical coverage

At the bottom of the form are four buttons: insertClose, insertContinue, refresh, and hidden.

Above we have setup a benefit called **aetna-medical-co** corresponding to the company-paid portion of medical coverage. Notice that:

- The payable account is **aetna-payable** which is the same as the previous employee-paid benefit.
- Unlike for the employee-paid portion, we have specified a value for **Expense Account ID** of **health-insurance-expense**.

- **Deduction ?** is set to **N** because no amount is deducted from the employee for this benefit.
- **Company Paid ?** is set to **Y**.
- **Regular Only ?** is set to **Y** because the benefit only applies to regular paychecks.

Press the **InsertClose** button to save the information.

5.2 Setup Benefit Rates

This section illustrates the process of defining **Benefit Rates** which indicate the cost of a given benefit during a specified time period.

Select **Payroll > Setup > Benefit Rate** and press the **new** button

Benefit Rates Manager (New Unsaved Data)

Main

Benefit Rate ID:

Benefit ID:

Effective Date:

Expiration Date:

Fixed Amount:

Currency ID:

Pay Frequency:

The above benefit rate establish \$172.32 as the amount that is deducted from regular paychecks for Aetna Medical coverage for employees paid on a semi-monthly basis for the year 2015.

As shown, you may leave the Benefit Rate ID blank and the system will assign it automatically.

Press **InsertClose** to save the information.

Next, we set up the benefit rate corresponding to the company-paid portion, which in the case of Remco is \$263.84

Benefit Rates Manager (New Unsaved Data)

Main

Benefit Rate ID:

Benefit ID:

Effective Date:

Expiration Date:

Fixed Amount:

Currency ID:

Pay Frequency:

The above benefit rate record establishes the 2015 company-paid portion of the medical benefit corresponding to employees who are paid on a semi-monthly basis.

Press **InsertClose** to save the information.

5.3 Link Tax IDs to A/P Accounts

You are responsible for withholding taxes from employee pay and subsequently forwarding the amount withheld to the various governments involved (such as Federal and State governments). This section illustrates how to specify the linkage between each tax withheld and its corresponding A/P account.

Select **Payroll > Setup > Payroll Tax A/P Account Link** then press the **new** button

Payroll Tax to Financial Account Link Manager (New Unsaved Data)

Main

Payroll Tax ID federal-income-tax

A/P Financial Account ID fedtx-withheld.r1

Expense Account ID

insertClose insertContinue refresh hidden

For taxes that are withheld from employees, do not specify an Expense Account ID, as shown above.

Press the **insertClose** button to save the data.

Payroll Tax to Financial Account Link Finder

A/P Financial Account ID begins with

Payroll Tax ID begins with

OwnerGroupId begins with

RowId begins with

find clear count saveFinder Order By ASC Offset 0 Max 100

Payroll Tax to Financial Account Links

RowId	Payroll Tax ID	A/P Financial Account ID	Expense Account ID	OwnerGroupId
<input type="checkbox"/> 10	federal-income-tax	fedtx-withheld.r1		remco
<input type="checkbox"/> 11	medicare-tax	fedtx-withheld.r1		remco
<input type="checkbox"/> 14	medicare-tax-co	fedtx-withheld.r1	taxes-federal.r1	remco
<input type="checkbox"/> 13	pa-state-tax	pa-tax-withheld.r1		remco
<input type="checkbox"/> 12	sstax	fedtx-withheld.r1		remco
<input type="checkbox"/> 15	sstaxco	fedtx-withheld.r1	taxes-federal.r1	remco

(1..6)/6

new first prev next last page# 0 actions

The above illustrates the data after all of the various taxes are linked. Note that

- All of the Federal taxes are linked to the same A/P account. Only the **pa-state-tax** is linked to a different **pa-tax-withheld** account.
- The company-paid taxes called **medicare-tax-co** and **sstaxco** have an Expense Account ID defined of **taxes-federal** but the other taxes that are employee-paid do not have an Expense Account ID defined. This is because those taxes are employee-paid and are not accounted for as separate expenses to your company. They are part of w2 wage expense.

5.4 Add Salaried Employee

This section illustrates the process of setting up your salaried employees for payroll.

Select **Payroll > Setup > Employee** from the menu, then press the **new** button

The screenshot shows the 'Employee Manager (New Unsaved Data)' window. The 'Main' tab is active. The form contains the following fields and values:

Employee ID	john
Employee Name	John Employee1
Social Security Number	999-99-9999
Start Date	2015-08-31 00:00
End Date	2099-09-09 00:00
Num Fed Tax Allowances	0
Married ?	Y
Fed Tax Exempt?	N
Pay Frequency	semimonthly
Active ?	Y
User ID	john.r1
Remit-to Account ID	john-ap.r1
Labor Expense Account ID	wages-w2.r1
Payroll Tax Rate Set ID	2015

Below the form are buttons: insertClose, insertContinue, refresh, and hidden.

The 'Employee Benefits' section shows a table with columns: RowId, Employee ID, Benefit ID, and OwnerGroupId. Navigation buttons (first, prev, next, last) and a page# dropdown are present.

The 'Employee 401Ks' section shows a table with columns: Emp 401K ID, Employee ID, pct, Effective Date, Expiration Date, Max Annual, Roth ?, Active ?, Account ID, and OwnerGroupId. Navigation buttons (first, prev, next, last) and a page# dropdown are present.

As shown above, we have setup John as follows:

- Start Date (aka Hire Date) of August 31, 2015
- End Date way out in the future
- John indicated 0 Federal Tax Allowances on his w4
- John indicated he is married on his w4
- John is not exempt from Federal Taxes
- John is paid twice a month (aka semimonthly)
- John is an active employee. If John ever goes on leave-of-absence, you can make him inactive and the payroll process will then skip over him
- John's Codamos User ID is the same as his employee ID. Refer back to [Setup Users](#) for details on creating a new user.
- John's A/P account is set to **john-ap.r1**. Refer back to [Setup A/P Accounts](#) for details on creating a new A/P account.
- We will record the expense of paying John to the **wages-w2.r1** account. Note that we keep track of wages paid to w2 employees in a separate expense account than for 1099 employees.

- We have selected a Payroll Tax Rate Set ID of 2015. Reference [Payroll Tax Rate Sets](#) for details on Payroll Tax Rate Sets.

Press the **InsertClose** button to save the information to the database.

5.4.1 Add Benefits to Employee

This section illustrates the process of adding benefits to an Employee.

Select **Payroll > Setup > Employee** and use the finder to find the desired employee. Drill into the Employee record to display the manager dialog as shown below.

Employee Manager (Existing Data)

Main

Employee ID: john.r1
 Employee Name: John Employee1
 Social Security Number: 999-99-9999
 Start Date: 2015-08-31 00:00
 End Date: 2099-09-09 00:00
 Num Fed Tax Allowances: 0
 Married?: Y
 Fed Tax Exempt?: N
 Pay Frequency: semimonthly
 Active?: Y
 User ID: john.r1
 Remit-to Account ID: john-ap.r1
 Labor Expense Account ID: wages-w2.r1
 Payroll Tax Rate Set ID: 2015

delete refresh hidden

Employee Benefits

RowId	Employee ID	Benefit ID	OwnerGroupID
new			

first prev next last page# 0

Employee 401Ks

Emp 401K ID	Employee ID	pct	Effective Date	Expiration Date	Max Annual	Roth ?	Active ?	Account ID	OwnerGroupID
new									


first prev next last page# 0

Within the Employee Benefits section, Press the **new** button, which we have highlighted in yellow.

Employee Benefits Manager (New Unsaved Data)

Main

Employee ID  john.r1

Benefit ID  aetna-medical.r1

insertClose insertContinue refresh hidden

Select the desired Benefit ID, in this case **aetna-medical**.

Press the **InsertClose** button.

Repeat the process for all desired benefits.

In our case, we have added two benefits to John's employee record, as shown below:

Employee Manager (Existing Data)

Main

Employee ID john.r1

Employee Name John Employee1

Social Security Number 999-99-9999

Start Date 2015-08-31 00:00

End Date 2099-09-09 00:00


Num Fed Tax Allowances 0


Married ? Y ▼


Fed Tax Exempt? N ▼


Pay Frequency semimonthly ▼

Active ? Y ▼

User ID  john.r1

Remit-to Account ID  john-ap.r1

Labor Expense Account ID  wages-w2.r1

Payroll Tax Rate Set ID  2015

delete refresh hidden

Employee Benefits

RowId	Employee ID	Benefit ID	OwnerGroupId
5	john.r1	aetna-medical-co.r1	remco
4	john.r1	aetna-medical.r1	remco

(1..2)/2

new first prev next last page# 0 ▼

Employee 401Ks

Emp 401K ID	Employee ID	pct	Effective Date	Expiration Date	Max Annual	Roth ?	Active ?	Account ID	OwnerGroupId
new first prev next last page# 0 ▼									

John now has both aetna-medical-co (the company-paid portion) and aetna-medical (the employee-paid portion).

5.4.2 401K Setup

This section illustrates the process of setting up an employee for making 401K contributions. In the following example, John is set up with a Roth 401K with a withholding rate of 13 percent.

Find the employee record for John and drill into the Manager Dialog.

Employee Manager (Existing Data)

Main

Employee ID

john.r1

Employee Name

John Employee1

Social Security Number

999-99-9999

Start Date

2015-08-31 00:00

End Date

2099-09-09 00:00

Num Fed Tax Allowances

0

Married ?

Y ▼

Fed Tax Exempt?

N ▼


Pay Frequency

semimonthly ▼


Active ?

Y ▼


User ID

john.r1


Remit-to Account ID

john-ap.r1

Labor Expense Account ID

wages-w2.r1

Payroll Tax Rate Set ID

2015

delete

refresh

hidden

Employee Benefits

RowId	Employee ID	Benefit ID	OwnerGroupId
5	john.r1	aetna-medical-co.r1	remco
4	john.r1	aetna-medical.r1	remco

(1..2)/2

new

first

prev

next

last

page# 0 ▼

Employee 401Ks

Emp 401K ID	Employee ID	pct	Effective Date	Expiration Date	Max Annual	Roth ?	Active ?	Account ID	OwnerGroupId
-------------	-------------	-----	----------------	-----------------	------------	--------	----------	------------	--------------

new

first

prev

next



last

page# 0 ▼

Under the Employee 401K section, press the **new** button (highlighted in yellow above)

Employee 401K Manager (New Unsaved Data) ✕

Main

Emp 401K ID	
Employee ID 	john.r1
pct	13
Effective Date	2015-01-01 00:00
Expiration Date	2016-01-01 00:00
Max Annual	23000
Roth ?	Y ▼
Active ?	Y ▼
Account ID 	john401k.r1

The above Employee 401k record indicates that:

- 13 percent of John's gross pay is directed to his 401k
- The time period to which the record applies is the year 2015
- The maximum annual amount to be deducted is \$23,000
- The 401k is a Roth, meaning that the deductions do not reduce John's Federal taxes
- Active ? is set to **Y**. This can be set to N to turn off the deduction.
- The deduction amount is accounted for in the A/P account called **john401k**, which we have created specifically for John.

Press the **InsertClose** button to save the data.

5.4.3 Employee Pay Rate

This section illustrates how to setup employee pay rates.

John is paid a salary of \$60K per year, which equates to \$2500 on a semi-monthly basis.

Find the Employee record for John

Main

Employee IDjohn.r1
Employee NameJohn Employee1
Social Security Number999-99-9999
Start Date2015-08-31 00:00
End Date2099-09-09 00:00
Num Fed Tax Allowances0
Married ?Y
Fed Tax Exempt?N
Pay Frequencysemimonthly
Active ?Y
User IDjohn.r1
Remit-to Account IDjohn-ap.r1
Labor Expense Account IDwages-w2.r1
Payroll Tax Rate Set ID2015
delete refresh hidden

Employee Benefits

RowId	Employee ID	Benefit ID	OwnerGroupId
5	john.r1	aetna-medical-co.r1	remco
4	john.r1	aetna-medical.r1	remco

(1..2)/2
new first prev next last page# 0

Employee 401Ks

Emp 401K ID	Employee ID	pct	Effective Date	Expiration Date	Max Annual	Roth ?	Active ?	Account ID	OwnerGroupId
sSilu0Xgys5.r1	john.r1	13.00	2015-01-01 00:00:00	2016-01-01 00:00:00	23000.00	Y	Y	john401k.r1	remco

(1..1)/1
new first prev next last page# 0

Pay Rates

Payrate ID	Employee ID	Effective Date	Expiration Date	Pay Frequency	Rate	Hourly ?	Currency ID	OwnerGroupId
------------	-------------	----------------	-----------------	---------------	------	----------	-------------	--------------

new first prev next last page# 0

Within the Pay Rates section, press the **new** button (highlighted in yellow above)

Pay Rate Manager (New Unsaved Data)

Main

Payrate ID

Employee ID john.r1

Effective Date 2015-01-01 00:00

Expiration Date 2016-01-01 00:00

Pay Frequency semimonthly

Rate 2500

Hourly? N

Currency ID USD

insertClose insertContinue refresh hidden

The above Pay Rate record indicates that:

- John is paid \$2500 on a semi-monthly basis
- John is not paid by the hour
- The record applies to the year 2015

Note that the Payrate ID is left blank. The system assigns it automatically.

Press the **InsertClose** button to save the data.

5.5 Payroll Tax Rate Sets

An employee's assigned Payroll Tax Rate Set determines which taxes are deducted from the employee's paychecks. In section [Add Employee](#) we assigned the Payroll Tax Rate Set of **2015** to John. This Payroll Tax Rate Set is **public** meaning you cannot change it. However, you can create a new Payroll Tax Rate Set if the public 2015 rate set is not appropriate for your situation. For example, your company may be in a different state than Pennsylvania.

Payroll Tax Rate Set Manager (Existing Data)

Main

Payroll Tax Rate Set ID 2015
Effective Date 2015-01-01 00:00
Expiration Date 2016-01-01 00:00
delete refresh hidden

Payroll Tax Rates

Payroll Tax Rate ID	Payroll Tax Rate Set ID	Payroll Tax ID	pct	Wage Limit	Fixed Amount	Extra Tax Threshold (for Medicare)	Extra Tax PCT	Currency ID	OwnerGroupID
89c1ot3ZN1uU	2015	federal-income-tax						USD	public
8kk8KhldZY02	2015	sstaxco	6.20	118500.00				USD	public
dHmIn3Gbi7iT	2015	sstax	6.20	118500.00				USD	public
JE2Nb7dV/zxQP	2015	medicare-tax	1.45			200000.00	0.90	USD	public
LRPm05BAG35d	2015	medicare-tax-co	1.45					USD	public
nR8lMpgNy4YK	2015	pa-state-tax	3.07					USD	public

(1..6)/6

new first prev next last page# 0 ▼


Above we see the Payroll Tax Rate Set that we assigned to John. We see that the following taxes apply to John:

- federal-income-tax
- sstaxco: This is the company-paid social security tax
- sstax: This is the employee-paid social security tax at a rate of 6.2 percent with a wage limit of \$118,500 for tax year 2015
- medicare-tax: This is the employee-paid medicare tax at a rate of 1.45 percent, with an extra tax of 0.9 percent for wages over \$200,000
- medicare-tax-co: This is the company-paid medicare tax
- pa-state-tax: This the Pennsylvania State Tax at a rate of 3.07 for 2015

Note that this Payroll Tax Rate Set is valid only for tax year 2015

Payroll Tax Manager (Existing Data)

Main

Payroll Tax ID federal-income-tax
Description
Server Command ID  computeFedTx
Federal Wage Basis ? N ▼
Company Paid ? N ▼
delete refresh hidden

Above we have drilled-down into the record for **federal-income-tax**. We see that:

- A special Server Command ID of **computeFedTx** is specified. This is because a special method is required to compute federal taxes using federal tax tables. Refer to [Federal Tax Tables](#) for more information on federal tax tables.
- Federal taxes are computed on gross pay, so we have set Federal Wage Basis? to N
- Federal taxes are paid by the employee, so Company Paid? is set to N

Payroll Tax Manager (Existing Data)

Main

Payroll Tax ID: sstaxco

Description: Social Security Compai

Server Command ID: [magnifying glass icon]

Federal Wage Basis?: Y ▼

Company Paid?: Y ▼

[delete] [refresh] [hidden]

Above we have drilled-down into the record for **sstaxco**. We see that this tax is computed on a federal wage basis and it is company-paid.

5.6 Federal Tax Tables

Codamos comes with pre-defined **public** Federal Tax Tables based on IRS Publication 15 (Circular E). You may view the data in these tables. This section illustrates how to do so.

Select **Payroll > Setup > Federal Tax Withholding** then press the **find** button

Federal Tax Withholding Finder

Fed Tax Withhold ID: begins with [text box]

Pay Frequency: begins with [text box]

Effective Date: begins with [text box]

Expiration Date: begins with [text box]

Married?: begins with [text box]

OwnerGroupId: begins with [text box]

RowId: begins with [text box]

[find] [clear] [count] [saveFinder] Order By: [text box] ASC ▼ Offset: 0 Max: 100 ▼

Federal Tax Withholding

Fed Tax Withhold ID	Pay Frequency	Effective Date	Expiration Date	Married?	OwnerGroupId
8Kv6ZQZU3B4c	weekly	2015-01-01 00:00:00	2016-01-01 00:00:00	Y	public
CJGGdVWVUha3	weekly	2015-01-01 00:00:00	2016-01-01 00:00:00	N	public
O53VPXaRuNdl	semimonthly	2015-01-01 00:00:00	2016-01-01 00:00:00	Y	public
QZf9Dj0PIevm	semimonthly	2015-01-01 00:00:00	2016-01-01 00:00:00	N	public

Drill down into the desired record.

Federal Tax Withholding Manager (Existing Data) ✕

Main

Fed Tax Withhold ID:

Pay Frequency:

Effective Date:

Expiration Date:

Married?:

Federal Tax Withholding Details

fedtxwithhold_id	Fed Tax Withhold ID	over_amt	butnotover_amt	withhold_amt	pct	Currency ID	OwnerGroupID
3UCodtTQASwC	O53VPXaRuNdl	-1.00	1150.00	0.00	0.00	USD	public
9iBamjtuYJEU	O53VPXaRuNdl	1127.00	3479.00	76.90	15.00	USD	public
ceoMmcXwZjED	O53VPXaRuNdl	6658.00	9960.00	1224.45	28.00	USD	public
czg1eTLUcaeM	O53VPXaRuNdl	358.00	1127.00	0.00	10.00	USD	public
kh6stNAnmocT	O53VPXaRuNdl	3479.00	6658.00	429.70	25.00	USD	public
LlDenRz7xU5r	O53VPXaRuNdl	19727.00	99999999.00	5416.58	39.60	USD	public
S21XOkimPeVY	O53VPXaRuNdl	9960.00	17504.00	2149.01	33.00	USD	public
uTsQamuxLedU	O53VPXaRuNdl	17504.00	19727.00	4638.53	35.00	USD	public

(1..8)/8

page#

Above we have drilled into the record for semimonthly and married.

5.7 Federal Withholding Allowances

Codamos comes with a pre-defined withholding allowance table based on IRS Publication 15 (Circular E). This section shows how to view the data in this table.

Select **Payroll > Setup > Federal Tax Allowance** and press the **find** button.

Federal Tax Allowance Finder ✕

Fed Tax Allowance ID:

Pay Frequency:

Effective Date:

Expiration Date:

allowance:

Currency ID:

OwnerGroupID:

Rowid:

Order By: Offset: Max:

Federal Tax Allowances

Fed Tax Allowance ID	Pay Frequency	Effective Date	Expiration Date	allowance	Currency ID	OwnerGroupID
<input type="checkbox"/> Z7BSanaErB5w	quarterly	2015-01-01 00:00:00	2016-01-01 00:00:00	1000.00	USD	public
<input type="checkbox"/> E85AGneKn4Tn	biweekly	2015-01-01 00:00:00	2016-01-01 00:00:00	153.80	USD	public
<input type="checkbox"/> Gze8GhgriVire	monthly	2015-01-01 00:00:00	2016-01-01 00:00:00	333.30	USD	public
<input type="checkbox"/> MRV56H3X0hh	semimonthly	2015-01-01 00:00:00	2016-01-01 00:00:00	166.70	USD	public
<input type="checkbox"/> Q7rlGTVfEfZl	weekly	2015-01-01 00:00:00	2016-01-01 00:00:00	76.90	USD	public
<input type="checkbox"/> pM5n8XmwGwNE	annually	2015-01-01 00:00:00	2016-01-01 00:00:00	4000.00	USD	public
<input type="checkbox"/> VNTdKQlHgAF5	daily	2015-01-01 00:00:00	2016-01-01 00:00:00	15.40	USD	public
<input type="checkbox"/> Z11QdHCZF6Ns	semiannually	2015-01-01 00:00:00	2016-01-01 00:00:00	2000.00	USD	public

(1..8)/8

page# actions:

For example, on a semi-monthly basis, one withholding allowance equates to \$166.70. We configured John with 0 allowances. But if he had been setup with 2 allowances, for example, his federally taxable income would be reduced by $2 * \$166.70$ each semi-monthly paycheck.

5.8 Add Hourly Employee

Jane, unlike John, is paid by the hour at a rate of \$50 per hour. Jane works on a part time basis, does not get benefits, but is still an employee of Remco and is paid on a w2-basis with taxes withheld. We now illustrate how to setup Jane in the system.

The following illustrates how to setup Jane:

Employee Manager (Existing Data)

Main

Employee ID
jane.r1

Employee Name
Jane Employee2

Social Security Number
999-99-9999

Start Date
2015-01-01 00:00

End Date
2099-09-09 00:00

Num Fed Tax Allowances
1

Married ?
N

Fed Tax Exempt?
N

Pay Frequency
semimonthly

Active ?
Y

User ID
jane.r1

Remit-to Account ID
jane-payable.r1

Labor Expense Account ID
wages-w2.r1

Payroll Tax Rate Set ID
2015

delete refresh hidden

Employee Benefits

RowId	Employee ID	Benefit ID	OwnerGroupId
new	first	prev	next
last	page# 0		

Employee 401Ks

Emp 401K ID	Employee ID	pct	Effective Date	Expiration Date	Max Annual	Roth ?	Active ?	Account ID	OwnerGroupId
new	first	prev	next	last	page# 0				

Pay Rates

Payrate ID	Employee ID	Effective Date	Expiration Date	Pay Frequency	Rate	Hourly ?	Currency ID	OwnerGroupId
AJZ1AXR23TYj.r1	jane.r1	2015-01-01 00:00:00	2016-01-01 00:00:00	semimonthly	50.00	Y	USD	remco
(1..1)/1								
new	first	prev	next	last	page# 0			

The key differences between John and Jane’s setup are:

- Jane has no benefits or 401k
- Jane has 1 Federal Tax Allowance
- Jane is not married
- Jane’s Pay Rate indicates hourly = Y and the hourly rate instead of the fixed amount paid

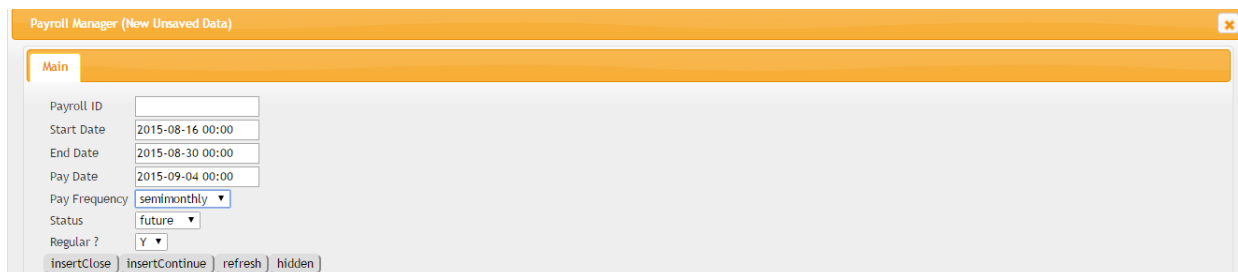
Unlike John, who regular gross pay is \$2500 on a semi-monthly basis, Jane is paid based on the number of hours that Jane works, as determine from Jane’s timesheets. Reference the prior [Timesheet Entry](#) section for more informaton on timesheets.

5.9 Create Payroll Records

This section explains how to setup Payroll Records.

5.10 Setup Regular Payroll

Select **Payroll > PayRoll** and press the **new button**



Payroll Manager (New Unsaved Data)

Main

Payroll ID:

Start Date: 2015-08-16 00:00

End Date: 2015-08-30 00:00

Pay Date: 2015-09-04 00:00

Pay Frequency: semimonthly

Status: future

Regular?: Y

insertClose insertContinue refresh hidden

The above payroll record covers the second semi-monthly pay period for the month of August 2015, with a Pay Date of September 4, 2015. It is a “Regular” payroll, meaning that benefits will be deducted from any employee who has benefits.

Press the **InsertClose** button to save the data.

5.11 Run Regular Payroll

This section illustrates how to run a regular payroll.

Drill into the desired future regular payroll record...

Payroll Manager (Existing Data)

Main

Payroll ID: nHl5ha3ufGz0.r1
 Start Date: 2015-08-16 00:00
 End Date: 2015-08-30 00:00
 Pay Date: 2015-09-04 00:00
 Pay Frequency: semimonthly
 Status: future
 Regular?: Y

delete refresh hidden **submitPayroll**

Employee Pay (Specify for Non-Regular Payroll)

RowId	Payroll ID	Employee ID	Gross Pay	Currency ID	OwnerGroupId
new	first	prev	next	last	page# 0

Payroll/Employee

RowId	Payroll ID	Employee ID	OwnerGroupId		
new	first	prev	next	last	page# 0

Pay Checks

Pay Check ID	Employee ID	Start Date	End Date	Pay Date	Gross Pay	Gross Pay YTD	Net Pay	Fed Taxable	Currency ID	Journal Entry ID	hours	Rate	Payroll ID	Regular ?	Document ID	OwnerGroupId
new	first	prev	next	last	page# 0											

Payroll Log

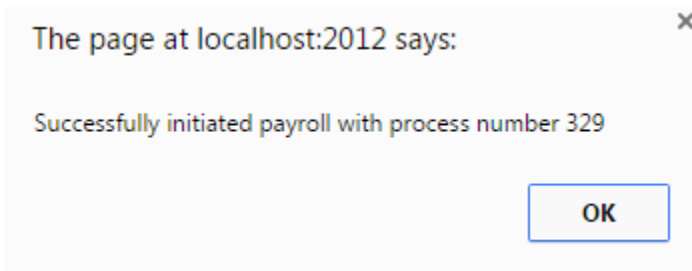
RowId	Payroll ID	message_type	content	OwnerGroupId	
new	first	prev	next	last	page# 0

ServerQ

RowId	Payroll ID	ServerQ ID	OwnerGroupId	
first	prev	next	last	page# 0

Note that the above Payroll record has a status of future. If the status is other than future, you cannot run the payroll.

Press the **submit** button (highlighted in yellow above) to run the payroll in the background.



As shown above, the system responds with the process number assigned to the payroll process. Press the Ok button, then the **refresh** button

Payroll Manager (Existing Data)

Main

Payroll ID

nHl5ha3ufGzO.r1

Start Date

2015-08-16 00:00

End Date

2015-08-30 00:00

Pay Date

2015-09-04 00:00

Pay Frequency

semimonthly

Status

done

Regular ?

Y

delete

refresh

hidden

submitPayroll

Employee Pay (Specify for Non-Regular Payroll)

RowId

Payroll ID

Employee ID

Gross Pay

Currency ID

OwnerGroupID

new

first

prev

next

last

page# 0

Payroll/Employee

RowId

Payroll ID

Employee ID

OwnerGroupID

16

nHl5ha3ufGzO.r1

jane.r1

remco

17

nHl5ha3ufGzO.r1

john.r1

remco

(1..2)/2

new

first

prev

next

last

page# 0

Pay Checks

Pay Check ID

Employee ID

Start Date

End Date

Pay Date

Gross Pay

Gross Pay YTD

Net Pay

Fed Taxable

Currency ID

Journal Entry ID

hours

Rate

Payroll ID

Regular ?

Document ID

OwnerGroupID

AqEdQPV/PhdHG.r1

jane.r1

2015-08-16 04:00:00

2015-08-30 04:00:00

2015-09-04 04:00:00

400.00

400.00

343.39

400.00

USD

QMtYyURPIHIA.r1

8.00

50.00

nHl5ha3ufGzO.r1

Y

l/ssvY8t8YxJL

remco/private

s81D4KlueUsl.r1

john.r1

2015-08-16 04:00:00

2015-08-30 04:00:00

2015-09-04 04:00:00

2500.00

2500.00

1490.86

2327.68

USD

78otQHsA277l.r1

0.00

0.00

nHl5ha3ufGzO.r1

Y

k5bJi4npw4e0

remco/private

(1..2)/2

new

first

prev

next

last

page# 0

Payroll Log

RowId

Payroll ID

message_type

content

OwnerGroupID

new

first

prev

next

last

page# 0

Notice that:

- The status of the payroll has changed from **future** to **done**
- There are now two paychecks created, one for Jane and one for John
- Jane's paycheck is based on her timesheet. She worked 8 hours at \$50 per hour.
- John's paycheck is based on his salary.

Now, drilling into John's paycheck...


Pay Check Manager (Existing Data)

Main

Pay Check ID

s81D4KVueUsl.r1

Employee ID

 john.r1

Start Date

2015-08-16 04:00

End Date

2015-08-30 04:00

Pay Date

2015-09-04 04:00

Gross Pay

2500.00

Gross Pay YTD

2500.00


Net Pay

1490.86


Fed Taxable

2327.68

Currency ID

 USD

Journal Entry ID

 78otOHsA227i.r1


hours

0.00

Rate

0.00


Payroll ID

 nHl5ha3ufGz0.r1

Regular ?

Y

Document ID

 k5bJ4npw4e0

delete

refresh

hidden

Pay Check Details

Pay Check Detail ID	Pay Check ID	Payroll Tax ID	Benefit ID	Account ID	Expense Account ID	debit	credit	Credit YTD	Currency ID	Company Paid ?	Journal Entry ID	OwnerGroupID
eTiihJvHFgyq.r1	s81D4KVueUsl.r1	sstaxco		fedtx-withheld.r1	taxes-federal.r1	144.32			USD	Y	ghenF7kqYk46.r1	remco
flK6eN0mxGIZ.r1	s81D4KVueUsl.r1	pa-state-tax		pa-tax-withheld.r1		76.75		76.75	USD	N		remco
G2V\N7kNl0\7w.r1	s81D4KVueUsl.r1		aetna-medical-co.r1	aetna-payable.r1	health-insurance-expense.r1	263.84			USD	Y	4DzoxLJecB8v.r1	remco
lJC57ZqI/eXvh.r1	s81D4KVueUsl.r1	federal-income-tax		fedtx-withheld.r1		257.00		257.00	USD	N		remco
Pmi\11kySLV24.r1	s81D4KVueUsl.r1	medicare-tax-co		fedtx-withheld.r1	taxes-federal.r1	33.75			USD	Y	579Kngvg1Hv.r1	remco
pw22G0h5ERb.r1	s81D4KVueUsl.r1	medicare-tax		fedtx-withheld.r1		33.75	33.75		USD	N		remco
n1X00C\j1kY2v&.r1	s81D4KVueUsl.r1	stax		fedtx-withheld.r1		144.32		144.32	USD	N		remco
tdp03nm6SLt2.r1	s81D4KVueUsl.r1			john401k.r1		325.00		325.00	USD	N		remco
zvt4gplJyPuhw.r1	s81D4KVueUsl.r1		aetna-medical.r1	aetna-payable.r1		172.32		172.32	USD	N		remco

(1..9)/9

new

first

prev

next

last

page# 0

Having drilled into John’s paycheck, you can see all the details of the various deductions for taxes and benefits. You can also see the amounts corresponding to company-paid items. Because John is not paid by the hour, his hours are shown as 0. This will be different for Jane, who is paid by the hour...

Pay Check Manager (Existing Data)

Main

Pay Check ID

AqE4QPWPhdHG.r1

Employee ID

jane.r1

Start Date

2015-08-16 04:00

End Date

2015-08-30 04:00

Pay Date

2015-09-04 04:00

Gross Pay

400.00

Gross Pay YTD

400.00

Net Pay

343.39

Fed Taxable

400.00

Currency ID

USD

Journal Entry ID

QMtYURPHIA.r1

hours

8.00

Rate

50.00

Payroll ID

nHl5ha3ufGz0.r1

Regular ?

Y

Document ID

WssVYt8YxJL

delete

refresh

hidden

Pay Check Details

Pay Check Detail ID	Pay Check ID	Payroll Tax ID	Benefit ID	Account ID	Expense Account ID	debit	credit	Credit YTD	Currency ID	Company Paid ?	Journal Entry ID	OwnerGroupID
9hYD8WDDe8FC.r1	AqE4QPWPhdHG.r1	sstaxco		fedtx-withheld.r1	taxes-federal.r1		24.80		USD	Y	JRpHkICihm18.r1	remco
KLnGMZsCD8VY.r1	AqE4QPWPhdHG.r1	federal-income-tax		fedtx-withheld.r1		13.73	13.73		USD	N		remco
kvhR30XqoOeJ.r1	AqE4QPWPhdHG.r1	medicare-tax-co		fedtx-withheld.r1	taxes-federal.r1	5.80			USD	Y	uNTUJnW4KxL.r1	remco
lkoOD1l6Ncha.r1	AqE4QPWPhdHG.r1	pa-state-tax		pa-tax-withheld.r1		12.28	12.28		USD	N		remco
o7nIER9QVv3K.r1	AqE4QPWPhdHG.r1	medicare-tax		fedtx-withheld.r1		5.80	5.80		USD	N		remco
zno006wbuBbq.r1	AqE4QPWPhdHG.r1	sstax		fedtx-withheld.r1		24.80	24.80		USD	N		remco

(1..6)/6

new

first

prev

next

last

page# 0

Paycheck/Timesheet

RowID	Pay Check ID	Timesheet ID	OwnerGroupID
10	AqE4QPWPhdHG.r1	150803-jane.r1	remco

(1..1)/1

new

first

prev

next

last

page# 0

Above we see that Jane’s paycheck shows the number of hours worked and the hourly rate. Jane’s paycheck also shows the link between her pay check and the timesheet (or timesheets) that went into the computation of her hours.

5.12 Run Non-Standard Payroll

This section illustrates how to pay one or more of your employees a non-standard amount, such as for a bonus. In the following example, Ralph has decided to pay both John and Jane a quarterly bonus of \$1000 each.

The following Payroll record pays John and Jane a quarterly bonus of \$1000 each.

Payroll Manager (Existing Data)

Main

Payroll ID: 91MCy5n3h1ag.r1
 Start Date: 2015-04-01 00:00
 End Date: 2015-06-30 00:00
 Pay Date: 2015-09-10 00:00
 Pay Frequency: quarterly
 Status: future
 Regular?: N

delete refresh hidden submitPayroll

Employee Pay (Specify for Non-Regular Payroll)

RowId	Payroll ID	Employee ID	Gross Pay	Currency ID	OwnerGroupID
3	91MCy5n3h1ag.r1	jane.r1	1000.00	USD	remco
2	91MCy5n3h1ag.r1	john.r1	1000.00	USD	remco

(1..2)/2
 new first prev next last page# 0

Notice that:

- Regular ? is set to N. This results in the system taking gross pay directly from the Employee Pay table instead of from the Pay Rate table.
- The Employee Pay has been specified as \$1000 for both Jane and John.

After running the payroll, we have the following:

Payroll Manager (Existing Data)

Main

Payroll ID: 91MCy5n3h1ag.r1
 Start Date: 2015-04-01 00:00
 End Date: 2015-06-30 00:00
 Pay Date: 2015-09-10 00:00
 Pay Frequency: quarterly
 Status: done
 Regular?: N

delete refresh hidden submitPayroll

Employee Pay (Specify for Non-Regular Payroll)

RowId	Payroll ID	Employee ID	Gross Pay	Currency ID	OwnerGroupID
3	91MCy5n3h1ag.r1	jane.r1	1000.00	USD	remco
2	91MCy5n3h1ag.r1	john.r1	1000.00	USD	remco

(1..2)/2
 new first prev next last page# 0

Payroll/Employee

RowId	Payroll ID	Employee ID	OwnerGroupID
20	91MCy5n3h1ag.r1	jane.r1	remco
21	91MCy5n3h1ag.r1	john.r1	remco

(1..2)/2
 new first prev next last page# 0

Pay Checks

Pay Check ID	Employee ID	Start Date	End Date	Pay Date	Gross Pay	Gross Pay YTD	Net Pay	Fed Taxable	Currency ID	Journal Entry ID	hours	Rate	Payroll ID	Regular ?	Document ID	OwnerGroupID
24hInp3Uk8.r1	john.r1	2015-04-01 00:00:00	2015-06-30 00:00:00	2015-09-10 00:00:00	1000.00	3500.00	762.80	1000.00	USD	QHzFKsPGZQ.r1	0.00	0.00	91MCy5n3h1ag.r1	N	fJL5R9E35ZkN	remco/private
hhi2bv58kA3.r1	jane.r1	2015-04-01 00:00:00	2015-06-30 00:00:00	2015-09-10 00:00:00	1000.00	1400.00	801.40	1000.00	USD	HLe3hS5upTRv.r1	0.00	0.00	91MCy5n3h1ag.r1	N	d5C1ankgpcumM	remco/private

(1..2)/2
 new first prev next last page# 0

Notice that both John and Jane each now have a paycheck for \$1000 gross pay. Drilling into the paycheck for John...

Pay Check Manager (Existing Data)

Main

Pay Check ID

2j4hlnbp3Ur8.r1

Employee ID

John.r1

Start Date

2015-04-01 00:00

End Date

2015-06-30 00:00

Pay Date

2015-09-10 00:00

Gross Pay

1000.00

Gross Pay YTD

3500.00

Net Pay

762.80

Fed Taxable

1000.00

Currency ID

USD

Journal Entry ID

QHzFKsaPGZQ.r1

hours

0.00

Rate

0.00

Payroll ID

91MCy5n3h1ag.r1

Regular ?

N

Document ID

fJL5R9E35ZkN

delete

refresh

hidden

Pay Check Details

Pay Check Detail ID	Pay Check ID	Payroll Tax ID	Benefit ID	Account ID	Expense Account ID	debit	credit	Credit YTD	Currency ID	Company Paid ?	Journal Entry ID	OwnerGroupID
8GfnPkjaZEIT.r1	2j4hlnbp3Ur8.r1	medicare-tax-co		fedtx-wthheld.r1	taxes-federal.r1	14.50			USD	Y	yy7cP5C38hPL.r1	remico
fJj6uVwWmXEb.r1	2j4hlnbp3Ur8.r1	medicare-tax		fedtx-wthheld.r1		14.50	48.25		USD	N		remico
lOutxPxc6JL.r1	2j4hlnbp3Ur8.r1	pa-state-tax		pa-tax-wthheld.r1		30.70	107.45		USD	N		remico
NBPkJBcXR8lv.r1	2j4hlnbp3Ur8.r1	federal-income-tax		fedtx-wthheld.r1		0.00	257.00		USD	N		remico
oQonVW&cLpaZ.r1	2j4hlnbp3Ur8.r1			John401k.r1		130.00	455.00		USD	N		remico
uOHlvPHL-HWb.r1	2j4hlnbp3Ur8.r1	sstaxco		fedtx-wthheld.r1	taxes-federal.r1	62.00			USD	Y	iBetCuulYtIC.r1	remico
vGvIr5Zod8G1.r1	2j4hlnbp3Ur8.r1	sstax		fedtx-wthheld.r1		62.00	206.32		USD	N		remico

(1..7)/7

new

first

prev

next

last

page# 0

Paycheck/Timesheet

RowId	Pay Check ID	Timesheet ID	OwnerGroupID		
new	first	prev	next	last	page# 0

Notice that John does not have any deductions for benefits or 401k for this pay check. Those deductions only apply to regular pay checks.

5.13 Resolving Errors

In this section we will illustrate the process of viewing and resolving any errors that occur during payroll processing.

In the following example, Ralph has hired a new employee named Sam. Ralph has run payroll and an error has been reported, shown below, highlighted in yellow:

Payroll Manager (Existing Data)

Main

Payroll ID
nH5ha3ufGz0.r1

Start Date
2015-08-16 00:00

End Date
2015-08-30 00:00

Pay Date
2015-09-04 00:00

Pay Frequency
semimonthly

Status
error

Regular?
Y

delete refresh hidden submitPayroll

Employee Pay (Specify for Non-Regular Payroll)

RowId
Payroll ID
Employee ID
Gross Pay
Currency ID
OwnerGroupID

new first prev next last page# 0

Payroll/Employee

RowId
Payroll ID
Employee ID
OwnerGroupID

16 nH5ha3ufGz0.r1 jane.r1 remco

17 nH5ha3ufGz0.r1 john.r1 remco

(1..2)/2

new first prev next last page# 0

Pay Checks

Pay Check ID	Employee ID	Start Date	End Date	Pay Date	Gross Pay	Gross Pay YTD	Net Pay	Fed Taxable	Currency ID	Journal Entry ID	hours	Rate	Payroll ID	Regular ?	Document ID	OwnerGroupID
AgE4QPWPhdHG.r1	jane.r1	2015-08-16 04:00:00	2015-08-30 04:00:00	2015-09-04 04:00:00	400.00	400.00	343.39	400.00	USD	QMtv1URPIHIA.r1	8.00	50.00	nH5ha3ufGz0.r1	Y	WssVYBt8YxJL	remco/private
s81D4KVueJsl.r1	john.r1	2015-08-16 04:00:00	2015-08-30 04:00:00	2015-09-04 04:00:00	2500.00	2500.00	1490.86	2327.68	USD	78stOHsA22Zl.r1	0.00	0.00	nH5ha3ufGz0.r1	Y	k5bJdnpw4e0	remco/private

(1..2)/2

new first prev next last page# 0

Payroll Log

RowId	Payroll ID	message_type	content	OwnerGroupID
14	nH5ha3ufGz0.r1	error	<pre> [{"exception_info": [{"message": "No matching payrate record found for empId 'sam.r1' and payrollId 'nH5ha3ufGz0.r1'"}], "traceback": "[(c:\\\\codamos\\\\python\\\\\\\\XtPayroll.py', 489, 'runPayroll', 'createPayrollReply = self.caller.execCommand(jsonObject, {'command': 'createPayroll', 'payroll': 'payroll', 'emp': emp), copyXtd=False}), (Server.py', 3186, 'execCommand', 'theReply = self.processJsonObject(theCommand)), (Server.py', 5282, 'processJsonObject', 'reply=self.processXtCommand(jsonObject)), (Server.py', 2405, 'processXtCommand', 'exec(pyStr)], ('', 1, None), (c:\\\\codamos\\\\python\\\\\\\\XtPayroll.py', 445, 'createPayroll', 'computeGrossPayReply = self.caller.execCommand(jsonObject, {'command': 'computeGrossPay', 'empId': emp, 'emp_id': emp, 'payrollId': payroll, 'payroll_id': payroll}), (Server.py', 3186, 'execCommand', 'theReply = self.processJsonObject(theCommand)), (Server.py', 5282, 'processJsonObject', 'reply=self.processXtCommand(jsonObject)), (Server.py', 2405, 'processXtCommand', 'exec(pyStr)], ('', 1, None), (c:\\\\codamos\\\\python\\\\\\\\XtPayroll.py', 409, 'computeGrossPay', 'raise Exception('No matching payrate record found for empId ' + empId + ' and payrollId ' + payrollId + ')', 'exceptionCount': 1)]"}]</pre>	remco

Any errors, such as the one shown above, which occur during payroll processing are displayed in the Payroll Log section on the Payroll Manager.

In this example the error is “No matching payrate record found for empId sam.r1”. This error has occurred because Ralph forgot to enter a payrate record for Sam. The steps to resolve this error are as follows:

1. Enter the missing payrate record for Sam.
2. Change the payroll status from **error** back to **future** and then press the **updateContinue** button
3. Press the **submitPayroll** button to re-run the payroll

After performing the above three steps, we have the following:

Payroll Manager (Existing Data)

Main

Payroll ID

nH5ha3ufGz0.r1

Start Date

2015-08-16 00:00

End Date

2015-08-30 00:00

Pay Date

2015-09-04 00:00

Pay Frequency

semimonthly

Status

done

Regular?

Y

delete

refresh

hidden

submitPayroll

Employee Pay (Specify for Non-Regular Payroll)

RowId

Payroll ID

Employee ID

Gross Pay

Currency ID

OwnerGroupID

new

first

prev

next

last

page# 0

Payroll/Employee

RowId	Payroll ID	Employee ID	OwnerGroupID
16	nH5ha3ufGz0.r1	jane.r1	remco
17	nH5ha3ufGz0.r1	john.r1	remco
22	nH5ha3ufGz0.r1	sam.r1	remco

(1..3)/3

new

first

prev

next

last

page# 0

Pay Checks

Pay Check ID	Employee ID	Start Date	End Date	Pay Date	Gross Pay	Gross Pay YTD	Net Pay	Fed Taxable	Currency ID	Journal Entry ID	hours	Rate	Payroll ID	Regular?	Document ID	OwnerGroupID
AgE4QPWPhdHG.r1	jane.r1	2015-08-16 04:00:00	2015-08-30 04:00:00	2015-09-04 04:00:00	400.00	400.00	343.39	400.00	USD	QMtvYURP(HIA.r1	8.00	50.00	nH5ha3ufGz0.r1	Y	WssVYBt8YxJL	remco/private
oQUmnpUrsvY.r1	sam.r1	2015-08-16 00:00:00	2015-08-30 00:00:00	2015-09-04 00:00:00	2000.00	2000.00	1577.75	2000.00	USD	9E3581FioaCz.r1	0.00	0.00	nH5ha3ufGz0.r1	Y	MKKroTXPu5or	remco/private
s81D4KVueUsl.r1	john.r1	2015-08-16 04:00:00	2015-08-30 04:00:00	2015-09-04 04:00:00	2500.00	2500.00	1490.86	2327.68	USD	78etOHsA227L.r1	0.00	0.00	nH5ha3ufGz0.r1	Y	k5bj4npw4e0	remco/private

(1..3)/3

new

first

prev

next

last

page# 0

Payroll Log

RowId

Payroll ID

message_type

content

OwnerGroupID

new

first

prev

next

last

page# 0

Notice that:

- The payroll status is now **done** instead of **error**
- The Payroll Log no longer displays any error messages
- Sam now has a pay check for \$2000

5.14 Reversing Payroll

This section explains how to reverse various components of a payroll process.

5.14.1 Changing Payroll Status

When you submit a payroll, the payroll process will only attempt to create additional paychecks when the status is **future**. So, as we did in the [Resolving Errors](#) section you may need to change the status of the payroll record back to **future** if you want to re-run the payroll.

5.14.2 Recreating an Employee Paycheck

If you find that there is an error in a given employee's paycheck, you may want to delete the paycheck and re-run the payroll process. Due to the relationships between the various records involved, there are specific steps required if you want to re-create an employee's paycheck.

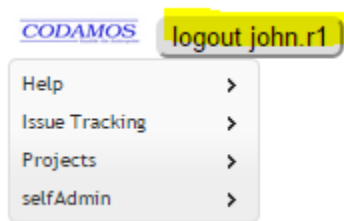
Here are the steps required for recreating an employee's paycheck:

- Change the payroll status back to **future**. Remember to save the data after changing the status by using the **updateContinue** button.
- Within the Payroll/Employee section, remove the record that references the given Employee whose paycheck you want to recreate
- Drill into the Employee Paycheck.
- If the Employee is Hourly then delete all references to employee's timesheets on his paycheck (within the Employee/Timesheet section). This is a required pre-requisite to deleting his paycheck.
- Press the **delete** button to delete the pay check.
- Re-Submit the payroll process.

5.15 Employee Earnings Statements

When each employee paycheck is created, an Earnings Statement document is automatically generated and attached the paycheck record. Employees are permitted to access their Earnings Statements, but not permitted to directly access other payroll related information. This section illustrates how John views his Earnings Statements.

John is logged into the system



John selects Projects > PayCheck and then presses the **find** button

Pay Check ID	Employee ID	Start Date	End Date	Pay Date	Gross Pay	Gross Pay YTD	Net Pay	Fed Taxable	Currency ID	Journal Entry ID	hours	Rate	Payroll ID	Regular ?	Document ID	OwnerGroupID	display
2i4hlnbp3Uk.r1	john.r1	2015-04-01 00:00:00	2015-06-30 00:00:00	2015-09-10 00:00:00	1000.00	3500.00	762.80	1000.00	USD	QH2FKGaPGZQ.r1	0.00	0.00	91MCy5n3h1ag.r1	N	fJL5R9E35ZkN	remco/private	display
s81D4KYueUsl.r1	john.r1	2015-08-16 04:00:00	2015-08-30 04:00:00	2015-09-04 04:00:00	2500.00	2500.00	1490.86	2327.68	USD	78otOHsA2271.r1	0.00	0.00	nHl5ha3ufGzO.r1	Y	k5bJ4npw4e0	remco/private	display

John then presses one of the **display** buttons to display the desired Earnings Statement

Earnings Statement

Period Start 2015-04-01
Period End 2015-06-30
Pay Date 2015-09-10
Married? Y
Federally Exempt? N
Federal Allowances 0

Earnings

Description	Amount	Year to Date
Gross Pay	1000.00	3500.00

Deductions

Description	Amount	Year to Date
medicare-tax	-14.50	48.25
pa-state-tax	-30.70	107.45
federal-income-tax	-0.00	257.00
john401k	-130.00	455.00
sstax	-62.00	206.32

Net Pay

Description	Amount
Net Pay	762.80
Federal Taxable Wages	1000.00

6 Resource Management

This section illustrates the use of the Codamos Resource Management feature which facilitates the management of:

- Roles
 - A Role is similar to a job description
- Resources
 - A Resource represents a person having one or more Roles. The set of Roles possessed by a Resource qualifies that resource to fulfill specific Role Requirements.
- Role Requirements
 - A Role Requirement is a need for a qualified resource to work on a given project starting at a given date for a given duration.
- Resource Assignment
 - A Resource Assignment associates a Resource with a given Role Requirement to fully or partially satisfy (cover) a Role Requirement.

We now illustrate the Codamos Resource Management feature via a scenario.

6.1 Orion Technical Services

Orion Technical Services provides temporary qualified technical staff on an hourly basis to companies. Orion pays its employees at a given hourly rate, and bills them out to its customers at a substantially higher rate. Orion uses the Codamos Resource Management feature, along with other Codamos features, to run its business.

6.1.1 Resources, Rates, and Resource Roles

The following illustrates the two resources currently sub-contracting for Orion:

Resource Finder

Resource ID

begins with

Resource Name

begins with

Active ?

begins with

User ID

begins with

Remit-to Account ID

begins with

Labor Expense Account ID

begins with

Bill Expense ?

begins with

Reimburse Expense ?

begins with

OwnerGroupld

begins with

Rowld

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Resources

	Resource ID	Resource Name	User ID	Remit-to Account ID	Labor Expense Account ID	Active ?	Bill Expense ?	Reimburse Expense ?	OwnerGroupld
<input type="checkbox"/>	jane.o1	Jane	jane.o1	jane.o1	1099-jane-expense.o1	Y	Y	Y	orion
<input type="checkbox"/>	john.o1	john	john.o1	john.o1	1099-john-expense.o1	Y	Y	Y	orion

(1..2)/2

new

first

prev

next

last

edit

page#

0

actions

Drilling into the record for Jane, ...

Resource Manager (Existing Data)

Main

Resource ID
jane.o1

Resource Name
Jane

Active ?
Y

User ID
jane.o1

Remit-to Account ID
jane.o1

Labor Expense Account ID
1099-jane-expense.o1

Bill Expense ?
Y

Reimburse Expense ?
Y

delete refresh hidden

Project Rates

proj_rate_id	Project ID	Activity ID	Resource ID	Task ID	Rate	Buy Rate	rank	Currency ID	Start Date	End Date	OwnerGroupId
KFjrMGio6lvN.o1	customer001.o1	labor.o1	jane.o1	%o1	150.00	50.00	0	usd	2015-08-10 00:00:00	2015-12-31 00:00:00	orion/public
OcTsnitGEoEZ.o1	customer002.o1	labor.o1	jane.o1	%o1	150.00	50.00	0	usd	2015-09-01 00:00:00	2015-11-30 00:00:00	orion/public

(1..2)/2
new first prev next last edit page# 0

Resource Roles

Resource Role ID	Resource ID	Role ID	OwnerGroupId
AelA51yNrYGD.o1	jane.o1	technical-consultant.o1	orion/public

(1..1)/1
new first prev next last edit page# 0

Resource Assignments

Resource Assignment ID	Resource ID	Start Date	End Date	Description	Role Requirement ID	OwnerGroupId
------------------------	-------------	------------	----------	-------------	---------------------	--------------

new first prev next last edit page# 0

The above screen shot indicates that:

- Jane is active in the system, with a User ID of **jane.o1**
- Jane is set up to have her wages and expense reimbursements posted to her A/P account **jane.o1**
- Amounts paid to Jane for wages are tracked in a specific expense account **1099-jane-expense.o1**
- Any expenses incurred by Jane are billed to the customer and reimbursed to Jane
- Jane is authorized to bill to both customer001 and customer002 at a rate of \$150/hr
- Jane is paid for work on customer001 and customer002 projects at a rate of \$50/hr
- The rate for customer001 is valid from 2015-08-10 to the end of the year
- The rate for customer002 is valid from September 1 to November 30
- Jane is a qualified technical consultant

Jane currently does not have any resource assignments.

6.1.2 Role Requirements and Resource Assignments

The following shows two role requirements currently having no assigned resource:

Role Requirements Finder

Role Requirement ID

begins with

Role ID

begins with

Project ID

begins with

Start Date

begins with

End Date

begins with

Description

begins with

coverage

begins with

Full Time?

begins with

OwnerGroupid

begins with

Rowid

begins with

find

clear

count

saveFinder

Order By

ASC

Offset

0

Max

100

Role Requirements

	Role Requirement ID	Role ID	Project ID	Start Date	End Date	Description	coverage	Full Time?	MinTotHrs	MaxTotHrs	MaxResAssn	MinHrsPerWk	MaxHrsPerWk	OwnerGroupid
<input type="checkbox"/>	customer001-technical-consultant.o1	technical-consultant.o1	customer001.o1	2015-09-01 00:00:00	2015-11-30 00:00:00		0	Y					40	orion
<input type="checkbox"/>	customer002-technical-consultant.o1	technical-consultant.o1	customer002.o1	2015-09-01 00:00:00	2015-11-30 00:00:00		0	Y					40	orion

(1..2)/2

new

first

prev

next

last

page#

0

actions

The above indicates that:

- Both customer001 and customer002 needs a technical consultant from September 1 to November 30
- Neither of these requirements are currently satisfied, as indicated by the coverage value of 0
- Both of these requirements are full time
- The maximum number of hours that may be worked in a week is 40 hours.

Drilling into the role requirement **customer001-technical-consultant** we see...

Role Requirements Manager (Existing Data)

Main

Role Requirement ID

customer001-technical-c

Role ID

technical-consultant.o1

Project ID

customer001.o1

Start Date

2015-09-01 00:00

End Date

2015-11-30 00:00

Description

coverage

0

Full Time?

Y

MinTotHrs

MaxTotHrs

MaxResAssn

MinHrsPerWk

MaxHrsPerWk

40

delete

refresh

hidden

Resource Assignments

Resource Assignment ID

Resource ID

Start Date

End Date

Description

Role Requirement ID

MaxHrsPerWk

OwnerGroupID

new

first

prev

next

last

page# 0

...and we can now press the **new** button to make a resource assignment...

Resource Assignment Manager (New Unsaved Data)

Main

Resource Assignment ID

Resource ID

jane.o1

Qualified?

Y

Start Date

2015-09-01 00:00

End Date

2015-11-30 00:00

Description

Role Requirement ID

customer001-technical-c

MaxHrsPerWk

40

insertClose

insertContinue

refresh

hidden

Role Requirements Manager (Existing Data)

Main

Role Requirement ID

customer001-technical-c

Role ID

technical-consultant.o1

Project ID

customer001.o1

Start Date

2015-09-01 00:00

End Date

2015-11-30 00:00

Description

coverage

100

Full Time?

Y

MinTotHrs

MaxTotHrs

MaxResAssn

MinHrsPerWk

MaxHrsPerWk

40

delete

refresh

hidden

Resource Assignments

Resource Assignment ID	Resource ID	Start Date	End Date	Description	Role Requirement ID	MaxHrsPerWk	OwnerGroupId
gTufr5alUhMr.o1	jane.o1	2015-09-01 00:00:00	2015-11-30 00:00:00		customer001-technical-consultant.o1	40	orion/public

(1..1)/1

new

first

prev

next

last

page# 0

At this point we can see that this role requirement is now 100% satisfied, as indicated by the coverage value of 100. We have assigned jane to perform this work, with her start and end dates matching the start and end dates of the requirement.

6.1.3 Using the Resource Histogram

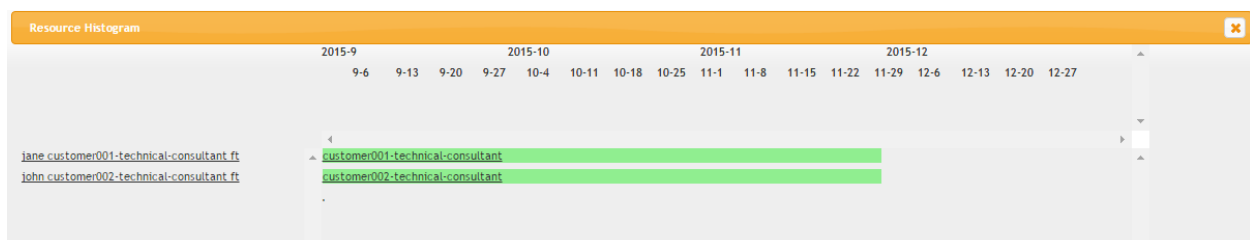
After making the prior resource assignment, the resource histogram shows:



Resources are shown down the left-hand side, resource assignments as green bars, and un-satisfied role requirements as yellow bars. We see above that:

- Jane is busy filling the customer001-technical-consultant requirement from 2015-09-01 to 2015-11-30
- John is currently on the bench (he is listed, but has no green bars)
- There is an uncovered Role Requirement for customer002-technical consultant, shown as a yellow bar

We can assign the customer002-technical-consultant requirement to John but dragging the yellow bar onto John...



At this point, there are no more yellow bars, meaning that all role requirements are 100% satisfied.

6.1.4 Un-doing Resource Assignments

In the previous section we assigned John to the customer002-technical-consultant requirement using drag and drop. We can un-do this resource assignment by clicking on the customer002-technical-consultant link above, and then pressing the delete button...

Resource Assignment Manager (Existing Data)

Main

Resource Assignment ID

huq38CvKtsx7.o1

Resource ID

john.o1

Qualified?

Y

Start Date

2015-09-01 00:00

End Date

2015-11-30 00:00

Description

Role Requirement ID

customer002-technical-c

MaxHrsPerWk

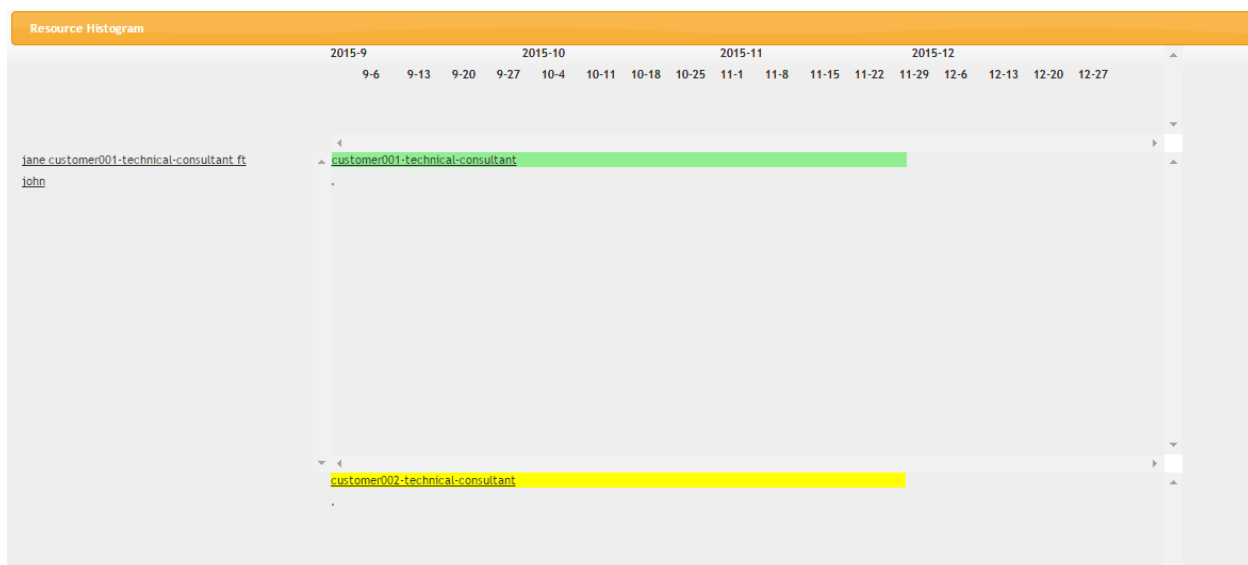
40

delete

refresh

hidden

The screen then displays again as follows:



John is now back on the bench, and we are back to having the customer002-technical-consultant requirement as un-satisfied.

6.2 Employee Utilization

In the previous section both Jane and John are sub-contractors for Orion, so Orion is not particularly concerned if Jane or John are on the bench. Of course, Orion would prefer to have them working in order to gain the profit margin, however, because they are sub-contractors, Orion does not incur expenses when they are on the bench. If Orion were to hire Jane and John as employees, Orion then becomes very focused on keeping them working. This section illustrates the use of the Codamos Employee Utilization analysis feature, used by Orion when Jane and John are employees vs. sub-contractors.

Employees

	Employee ID	Employee Name	Social Security Number	Start Date	End Date	Num Fed Tax Allowances	Married ?	Fed Tax Exempt?	Pay Frequency	Active ?	User ID	Remit-to Account ID	Labor Expense Account ID	Payroll Tax Rate Set ID	OwnerGroupId
<input type="checkbox"/>	jane.o1	Jane Employee1	999-99-9999	2015-09-01 00:00:00	2099-09-30 00:00:00	0	N	N	semimonthly	Y	jane.o1	jane.o1	w2-labor-expense.o1	2015	orion
<input type="checkbox"/>	john.o1	John Employee1	999-99-9999	2015-09-01 00:00:00	2099-09-30 00:00:00	0	N	N	semimonthly	Y	john.o1	john.o1	w2-labor-expense.o1	2015	orion

(1..2)/2

new first prev next last page# 0 actions

Jane and John's employee records are shown above.

6.2.1 Utilization Analysis

We have configured the following Utilization Analysis record...

Utilization Analysis Manager (Existing Data)

Main

Analysis ID: ueAeCAVvZGyP.o1 nBucket: 12 HrsAvl:

Start Date: 2015-09-07 00:00 bucketLen: 168 HrsBillable:

DataSource: resassn WrkHrsPerBucket: 40 HrsNonBill:

Description: MinUtilGreen: 90.00 Utiliz:

Image: MinUtilYellow: 50.00 Color:

delete refresh hidden recalc

Utilization: Weekly

Week ID	Analysis ID	Date	HrsAvl	HrsBillable	HrsNonBill	Utiliz	Color	Image	OwnerGroupId
new	first	prev	next	last	page# 0				

Employee Utilization

Employee ID	Analysis ID	Analysis Summary by Week	OwnerGroupId				
new	first	prev	next	last	page# 0		

The above configuration indicates that:

- We want to start the analysis on September 7, 2015
- We want to use resource assignment data as the source of the analysis
- We want to perform the analysis over a 12 week time horizon. Note that the bucketLen currently only supports 168 hour buckets, i.e. weekly
- We want to assume that if an employee works 40 hours in a week, he is fully utilized
- The minimum utilization to use the yellow indicator is 50%
- The minimum utilization to use the green indicator is 90%

After pressing the recalc button...

Utilization Analysis Manager (Existing Data)

Main

Analysis ID

ueAeCAVvZGyP.o1

nBucket

12

HrsAvl

960.00

Start Date

2015-09-07 00:00

bucketLen

168

HrsBillable

480.00

DataSource

resassn

WrkHrsPerBucket

40

HrsNonBill

Description

MinUtilGreen

90.00

Utiliz

50.00

Image

MinUtilYellow

50.00

Color

yellow

delete

refresh

hidden

recalc

Utilization: Weekly

Week ID	Analysis ID	Date	HrsAvl	HrsBillable	HrsNonBill	Utiliz	Color	Image	OwnerGroupID
0C0aZqbxHFN.o1	ueAeCAVvZGyP.o1	2015-09-21	80.00	40.00	0.00	50.00	yellow		orion
4xv6IMOcEdQ3.o1	ueAeCAVvZGyP.o1	2015-10-05	80.00	40.00	0.00	50.00	yellow		orion
5lgsB9usXSL.o1	ueAeCAVvZGyP.o1	2015-11-02	80.00	40.00	0.00	50.00	yellow		orion
9KJBjzdH4LG4.o1	ueAeCAVvZGyP.o1	2015-09-14	80.00	40.00	0.00	50.00	yellow		orion
CAPvZtgIOFU.o1	ueAeCAVvZGyP.o1	2015-11-09	80.00	40.00	0.00	50.00	yellow		orion
lftQt0Tfcv95.o1	ueAeCAVvZGyP.o1	2015-09-07	80.00	40.00	0.00	50.00	yellow		orion
nvuUHAoCmnwv.o1	ueAeCAVvZGyP.o1	2015-10-12	80.00	40.00	0.00	50.00	yellow		orion
PYxt1Q2t5mMf.o1	ueAeCAVvZGyP.o1	2015-11-23	80.00	40.00	0.00	50.00	yellow		orion
qlNpjSOjomiX.o1	ueAeCAVvZGyP.o1	2015-11-16	80.00	40.00	0.00	50.00	yellow		orion
rOebskg1slxZ.o1	ueAeCAVvZGyP.o1	2015-10-19	80.00	40.00	0.00	50.00	yellow		orion

(1..10)/12

new first prev next last page# 0

Employee Utilization

Employee ID	Analysis ID	Analysis Summary by Week											OwnerGroupID	
jane.o1	ueAeCAVvZGyP.o1	9-07	9-14	9-21	9-28	10-05	10-12	10-19	10-26	11-02	11-09	11-16	11-23	orion
john.o1	ueAeCAVvZGyP.o1	9-07	9-14	9-21	9-28	10-05	10-12	10-19	10-26	11-02	11-09	11-16	11-23	orion

(1..2)/2

new first prev next last page# 0

The above analysis indicates that for the business as a whole, Orion is not doing well with half of its employee workforce on the bench. Jane is fully utilized (shown as green), but John is completely red. This leaves the yellow indicator for the business as a whole.

Assume we now assign John to work so he is busy during the month of September and October, but remains on the bench for November...

Resource Assignment Manager (New Unsaved Data) ✕

Main

Resource Assignment ID
Resource ID
Qualified?
Start Date
End Date
Description
Role Requirement ID
MaxHrsPerWk

In the above resource assignment, John only partially covers the assignment...

Role Requirements Manager (Existing Data) ✕

Main

Role Requirement ID
Role ID
Project ID
Start Date
End Date
Description
coverage
Full Time?
MinTotHrs
MaxTotHrs
MaxResAssn
MinHrsPerWk
MaxHrsPerWk

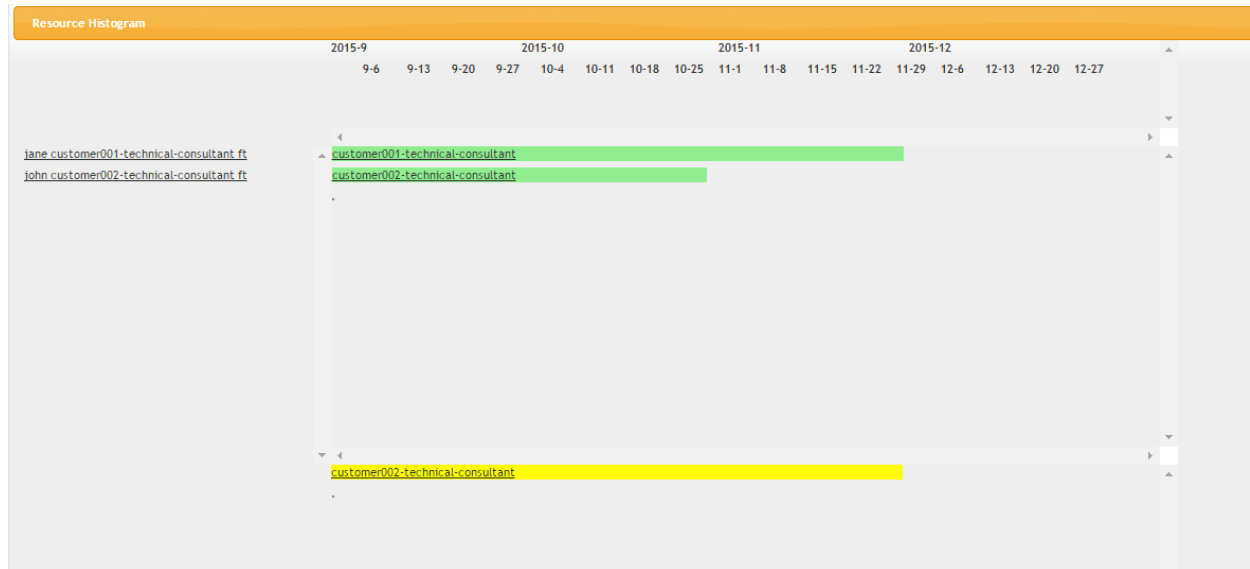
Resource Assignments

Resource Assignment ID	Resource ID	Start Date	End Date	Description	Role Requirement ID	MaxHrsPerWk	OwnerGroupId
7vXMUT1eRXDV.o1	john.o1	2015-09-01 00:00:00	2015-10-30 00:00:00		customer002-technical-consultant.o1	40	orion/public

(1..1)/1
 page#

Above we see that the requirement is for the months of September, October, and November, but John is only covering to the end of October.

The resource histogram now appears as follows...



Notice above that the green bar only extends to the end of October, and that the yellow bar remains on the screen, indicating that the assignment is not fully covered.

If we now re-run the analysis, it then displays as follows...

Utilization Analysis Manager (Existing Data)

Main

Analysis ID

ueAeCAVvZGyP.o1

nBucket

12

HrsAvl

960.00

Start Date

2015-09-07 00:00

bucketLen

168

HrsBillable

800.00

DataSource

resassn

WrkHrsPerBucket

40

HrsNonBill

Description

MinUtilGreen

90.00

Utiliz

83.33

Image

MinUtilYellow

50.00

Color

yellow

delete

refresh

hidden

recalc

Utilization: Weekly

Week ID	Analysis ID	Date	HrsAvl	HrsBillable	HrsNonBill	Utiliz	Color	Image	OwnerGroupld
vkVHenS30KaB.o1	ueAeCAVvZGyP.o1	2015-09-07	80.00	80.00	0.00	100.00	green		orion
4mc0aaAPlcbT.o1	ueAeCAVvZGyP.o1	2015-09-14	80.00	80.00	0.00	100.00	green		orion
yXINcuYodKf2.o1	ueAeCAVvZGyP.o1	2015-09-21	80.00	80.00	0.00	100.00	green		orion
SYO3Z4p8blpi.o1	ueAeCAVvZGyP.o1	2015-09-28	80.00	80.00	0.00	100.00	green		orion
mKaAPrUzSUPu.o1	ueAeCAVvZGyP.o1	2015-10-05	80.00	80.00	0.00	100.00	green		orion
MWQWMY9RrGwL.o1	ueAeCAVvZGyP.o1	2015-10-12	80.00	80.00	0.00	100.00	green		orion
84U9WiaDyGxn.o1	ueAeCAVvZGyP.o1	2015-10-19	80.00	80.00	0.00	100.00	green		orion
NE1whGfnHXHW.o1	ueAeCAVvZGyP.o1	2015-10-26	80.00	80.00	0.00	100.00	green		orion
mqYPVmz6Y0pB.o1	ueAeCAVvZGyP.o1	2015-11-02	80.00	40.00	0.00	50.00	yellow		orion
kpSO31plJ5JuL.o1	ueAeCAVvZGyP.o1	2015-11-09	80.00	40.00	0.00	50.00	yellow		orion

(1..10)/12

new

first

prev

next

last

page# 0

Employee Utilization

Employee ID	Analysis ID	Analysis Summary by Week										OwnerGroupld		
jane.o1	ueAeCAVvZGyP.o1	9-07	9-14	9-21	9-28	10-05	10-12	10-19	10-26	11-02	11-09	11-16	11-23	orion
john.o1	ueAeCAVvZGyP.o1	9-07	9-14	9-21	9-28	10-05	10-12	10-19	10-26	11-02	11-09	11-16	11-23	orion

(1..2)/2

Orion’s overall utilization remains below the 90 percent threshold to “go green”, however, the situation has improved dramatically. Both Jane and John are totally green for the months of September and October. John is now only red for the month of November.

6.2.2 Comparing Plan vs. Actuals

In the previous section we used projected resource assignments to perform the analysis. But as we well know, what actually happens may differ significantly from plan. You may recall that when we configured the analysis, we selected “resassn” as the data source. In this section, we will instead perform the analysis using actual employee-entered timesheets instead of using projected resource assignments.

Utilization Analysis Manager (Existing Data)

Main

Analysis ID

X3xYolF2MQVe.o1

nBucket

4

HrsAvl

Start Date

2015-09-07 00:00

bucketLen

168

HrsBillable

DataSource

timesheet

WrkHrsPerBucket

40

HrsNonBill

Description

MinUtilGreen

90.00

Utiliz

Image

MinUtilYellow

50.00

Color

delete

refresh

hidden

recalc

Utilization: Weekly

Week ID	Analysis ID	Date	HrsAvl	HrsBillable	HrsNonBill	Utiliz	Color	Image	OwnerGroupId
new	first	prev	next	last	page#	0			

Employee Utilization

Employee ID	Analysis ID	Analysis Summary by Week	OwnerGroupId				
new	first	prev	next	last	page#	0	

Above we have configured a Utilization Analysis record where the DataSource is set to **timesheet** instead of **resassn**. After pressing the **recalc** button...

Utilization Analysis Manager (Existing Data)

Main

Analysis ID

X3xYolF2MQVe.o1

nBucket

4

HrsAvl

320.00

Start Date

2015-09-07 00:00

bucketLen

168

HrsBillable

128.00

DataSource

timesheet

WrkHrsPerBucket

40

HrsNonBill

Description

MinUtilGreen

90.00

Utiliz

40.00

Image

MinUtilYellow

50.00

Color

red

delete

refresh

hidden

recalc

Utilization: Weekly

Week ID	Analysis ID	Date	HrsAvl	HrsBillable	HrsNonBill	Utiliz	Color	Image	OwnerGroupId
bvjcCPPLhTxG.o1	X3xYolF2MQVe.o1	2015-09-21	80.00	32.00	0.00	40.00	red		orion
dGQdSZpiAnus.o1	X3xYolF2MQVe.o1	2015-09-07	80.00	32.00	0.00	40.00	red		orion
i1PECy8B2Mck.o1	X3xYolF2MQVe.o1	2015-09-14	80.00	32.00	0.00	40.00	red		orion
KRB7ug6SkcbN.o1	X3xYolF2MQVe.o1	2015-09-28	80.00	32.00	0.00	40.00	red		orion

(1..4)/4

new

first

prev

next

last

page#

0

Employee Utilization

Employee ID	Analysis ID	Analysis Summary by Week	OwnerGroupId
jane.o1	X3xYolF2MQVe.o1	9-07 9-14 9-21 9-28	orion
john.o1	X3xYolF2MQVe.o1	9-07 9-14 9-21 9-28	orion

(1..2)/2

new

first

prev

next

last

page#

0

The above analysis was performed against the timesheet data entered by employees. Notice that:

- Jane is yellow for the month of September. We had planned on her being Green. What happened?

To answer the above question, we can drill into the week of 9/7...

Utilization Analysis Header Manager (Existing Data)

Main

Week ID

dGQd5ZpjAnus.o1

Analysis ID

X3xYolF2MQVe.o1

Date

2015-09-07 00:00

HrsAvl

80.00

HrsBillable

32.00

HrsNonBill

0.00


Utiliz

40.00

Color

red

Image





delete

refresh

hidden

Utilization: Weekly by Employee

Cell ID	Week ID	Employee ID	HrsAvl	HrsBillable	HrsNonBill	Utiliz	Color	Image	OwnerGroupId
RdF8gSMETFAE.o1	dGQd5ZpjAnus.o1	jane.o1	40.00	32.00	0.00	80.00	yellow		orion
X26d53cuc7cY.o1	dGQd5ZpjAnus.o1	john.o1	40.00	0.00	0.00	0.00	red		orion

(1..2)/2

new

first

prev

next

last

page# 0 ▼

Notice above that Jane's billable hours for the week of 9/7 were 32 instead of the 40 that we had planned for her. Drilling down further...

Utilization Analysis Cell Manager (Existing Data)

Main

Cell ID

RdF8q\$METFAE.o1

Week ID

dGQdSZpjAnus.o1

Employee ID

jane.o1

HrsAvl

40.00

HrsBillable

32.00

HrsNonBill

0.00

Utiliz

80.00

Color

yellow

Image

delete

refresh

hidden

Utilization Details

RowId	Cell ID	Project ID	Resource ID	Resource Assignment ID	Timesheet ID	HrsBillable	HrsNonBill	OwnerGroupId
497	RdF8q\$METFAE.o1	customer001.o1	jane.o1		150907-jane.o1	32.00		orion

(1..1)/1

new

first

prev

next

last

page# 0

...and now drilling down into her timesheet for that week...

Timesheet Manager (Existing Data)

Main
Time
Attributes

Timesheet ID

150907-jane.o1

Employee ID

jane.o1

Description

Start Date

2015-09-07

End Date

2015-09-14

Hours

32.0

Status

approved

delete

refresh

hidden

recalc

process

Time Entries

Time Entry ID	Timesheet ID	Project ID	Activity ID	Resource ID	Task ID	09-07 Hrs	09-08 Hrs	09-09 Hrs	09-10 Hrs	09-11 Hrs	09-12 Hrs	09-13 Hrs	Tot Hrs	OwnerGroupId
5D1eOUwADkQn	150907-jane	customer001	labor	jane	na	8.0	8.0	8.0	8.0	0.0	0.0	0.0	32.0	orion/private

(1..1)/1

new

first

prev

next

last

page# 0

Now we can see that the problem is that Jane took Friday 9/11 off. She has no billable hours for that day. Further analysis of a similar nature shows that Jane is consistently billing 32 hours instead of the 40 that we had planned for. Armed with this information, we can take appropriate corrective action.

7 Email Contacts

This section shows you how to take full advantage of Codamos' ability to send emails to your contacts that have email addresses specified in their contact record.

Note: If you are using a shared Codamos server in the cloud, emails sent from Codamos will appear to your recipients as having been sent from codamos2013@gmail.com. However, if you are using a private Codamos server, you can configure this sent-from address as desired.

7.1 Create Email List: Method 1

This section shows how to create an email list when there are not many members in the list. When you have many list members, use the method described in [Create Email List: Method 2](#)

Select **HR > Contact** and press the **new** button

contact Manager (New Unsaved Data)

contact Status Attributes Documents Notes Connections

Contact ID* customers

Email Address

Email Display Name

Last Name

First Name

Middle Name

Title

Company Name

Mobile Phone

Location ID

Phone

Fax

insertClose insertContinue refresh hidden

As shown above, give your email list a meaning name in the Contact ID field and then press the **insertContinue** button. Then click on the **Connections** tab and press the **new** button...

Contact Link Manager (New Unsaved Data)

Main

Contact ID

customers.o1

Related Contact ID

customer001.o1

Contact Role ID

list-member

insertClose
insertContinue
refresh
hidden

Fill in the **Related Contact ID** for the first member of your list, and specify a **Contact Role ID** of **list-member** in a manner similar to shown above. Press the **insertClose** button.

contact Manager (Existing Data)

Contact
Status
Attributes
Documents
Notes
Connections

Contact Links

RowId	Contact ID	Related Contact ID	Contact Role ID	OwnerGroupId
6	customers.o1	customer001.o1	list-member	orion

(1..1)/1

new
first
prev
next
last
page# 0

To add the 2nd member of your list, press the **new** button again within the Connections tab and repeat the process until you have specified all members of your list.

contact Manager (Existing Data)

Contact
Status
Attributes
Documents
Notes
Connections

Contact Links

RowId	Contact ID	Related Contact ID	Contact Role ID	OwnerGroupId
6	customers.o1	customer001.o1	list-member	orion
7	customers.o1	customer002.o1	list-member	orion

(1..2)/2

new
first
prev
next
last
page# 0

In our example, we have specified two customers customer001 and customer002 within our customers list, as shown above. When you have specified all members of your list, you may close the contact Manager.

7.2 Create Email List: Method 2

This sections describes how to create an email list when there are many members to be added to the list.

Follow the Method 1 steps to create the contact record that represents the list. Recall that in the Method 1 example, the contact representing the list is called **customers**.

Use the Contact finder so that all the contacts that you want to add to the list are displayed in the finder results grid. In the example below, we have used the finder so that only customer001 and customer002 is displayed in the finder results grid.

The 'contact Finder' window has tabs for 'Contact', 'Attributes', 'Status', and 'Notes'. The 'Contact' tab is active, showing various search filters for fields like Contact ID, Email Address, Last Name, First Name, Middle Name, Title, Company Name, Mobile Phone, Location ID, Phone, Fax, and OwnerGroupid. Below the filters is a 'find' button and a 'clear' button. A 'count' button and a 'saveFinder' button are also present. The 'Order By' dropdown is set to 'ASC'. The 'Offset' is 0 and 'Max' is 100. Below the filters is a table of results:

	Contact ID	Email Address	Email Display Name	Last Name	First Name	Middle Name	Title	Company Name	Mobile Phone	Location ID	OwnerGroupid
<input checked="" type="checkbox"/>	customer001.o1			Smith	Jane					customer001.o1	orion
<input checked="" type="checkbox"/>	customer002.o1			Johnson	John					customer002.o1	orion

At the bottom of the table, there is a pagination bar showing '(1..2)/2' and buttons for 'new', 'first', 'prev', 'next', 'last', 'page# 0', and a highlighted 'actions' dropdown menu.

Now, from the **actions** drop-down list (highlighted in yellow above), select the **connect** action. The following dialog is then displayed...

The 'Connection Manager (New Unsaved Data)' dialog box has a 'Main' tab. It contains fields for 'Email List Contact ID' and 'Contact Role ID'. The 'Email List Contact ID' field has a search icon and a text input field. The 'Contact Role ID' field has a dropdown menu with 'list-member' selected. Below these fields is a 'connect' button.

Select the desired Email List Contact ID...

The 'Connection Manager (New Unsaved Data)' dialog box is shown again, but now the 'Email List Contact ID' field is populated with the text 'customers.o1'. The 'Contact Role ID' field remains 'list-member' and the 'connect' button is still present.

We have selected the **customers** contact which is intended to be a list of all customers. In this example, we have only two customers, but you could have hundreds or thousands.

Now press the **connect** button to add all the member contacts to the list...

The screenshot shows a web application window titled "contact Manager (Existing Data)". It has a tabbed interface with tabs for "Contact", "Status", "Attributes", "Documents", "Notes", and "Connections". The "Contact" tab is currently selected. Below the tabs, there is a form with various input fields: "Contact ID*" (containing "customers.o1"), "Email Address", "Email Display Name", "Last Name", "First Name", "Middle Name", "Title", "Company Name", "Mobile Phone", "Location ID" (with a location pin icon), "Phone", and "Fax". At the bottom of the form are four buttons: "delete", "refresh", "hidden", and "sendEmail".

...and click on the Connections tab...

The screenshot shows the same "contact Manager (Existing Data)" window, but now the "Connections" tab is selected. Below the tabs, there is a section titled "Contact Links" containing a table with the following data:

RowId	Contact ID	Related Contact ID	Contact Role ID	OwnerGroupid
10	customers.o1	customer001.o1	list-member	orion
11	customers.o1	customer002.o1	list-member	orion

Below the table, there is a pagination control showing "(1..2)/2" and buttons for "new", "first", "prev", "next", "last", and a "page#" dropdown menu set to "0".

...and verify that the expected members are now displayed with a Contact Role ID of **list-member**.

In words, the above says that "customer001 and customer002 are list members of the **customers** list".


7.3 Send Email to Email List

This section demonstrates how to send an email to all members of an email list.

Select HR > Contact and then use the finder to find the contact record corresponding to the desired

email list. Drill into the contact record for the desired email list.

The screenshot shows a web application window titled "contact Manager (Existing Data)" with a close button in the top right corner. Below the title bar is a tabbed interface with six tabs: "Contact" (selected), "Status", "Attributes", "Documents", "Notes", and "Connections". The "Contact" tab contains a form with the following fields and controls:


- Contact ID*:
- Email Address:
- Email Display Name:
- Last Name:
- First Name:
- Middle Name:
- Title:
- Company Name:
- Mobile Phone:
- Location ID: 
- Phone:
- Fax:

At the bottom of the form are four buttons: "delete", "refresh", "hidden", and "sendEmail" (which is highlighted in yellow).

Press the **sendEmail** button


Contact Send Email Manager (New Unsaved Data)


Main

Contact ID  customers.o1

subject Happy Holidays

msg
Orion Consulting would like to wish you Happy Holidays and a Joyful New Year.
Thank you for your business.

Document ID 



Specify a subject and a message and then press the send button. Within the Notes tab, Codamos keeps a record of having sent the email...






contact Manager (Existing Data)

[Contact](#)
[Status](#)
[Attributes](#)
[Documents](#)
[Notes](#)
[Connections](#)

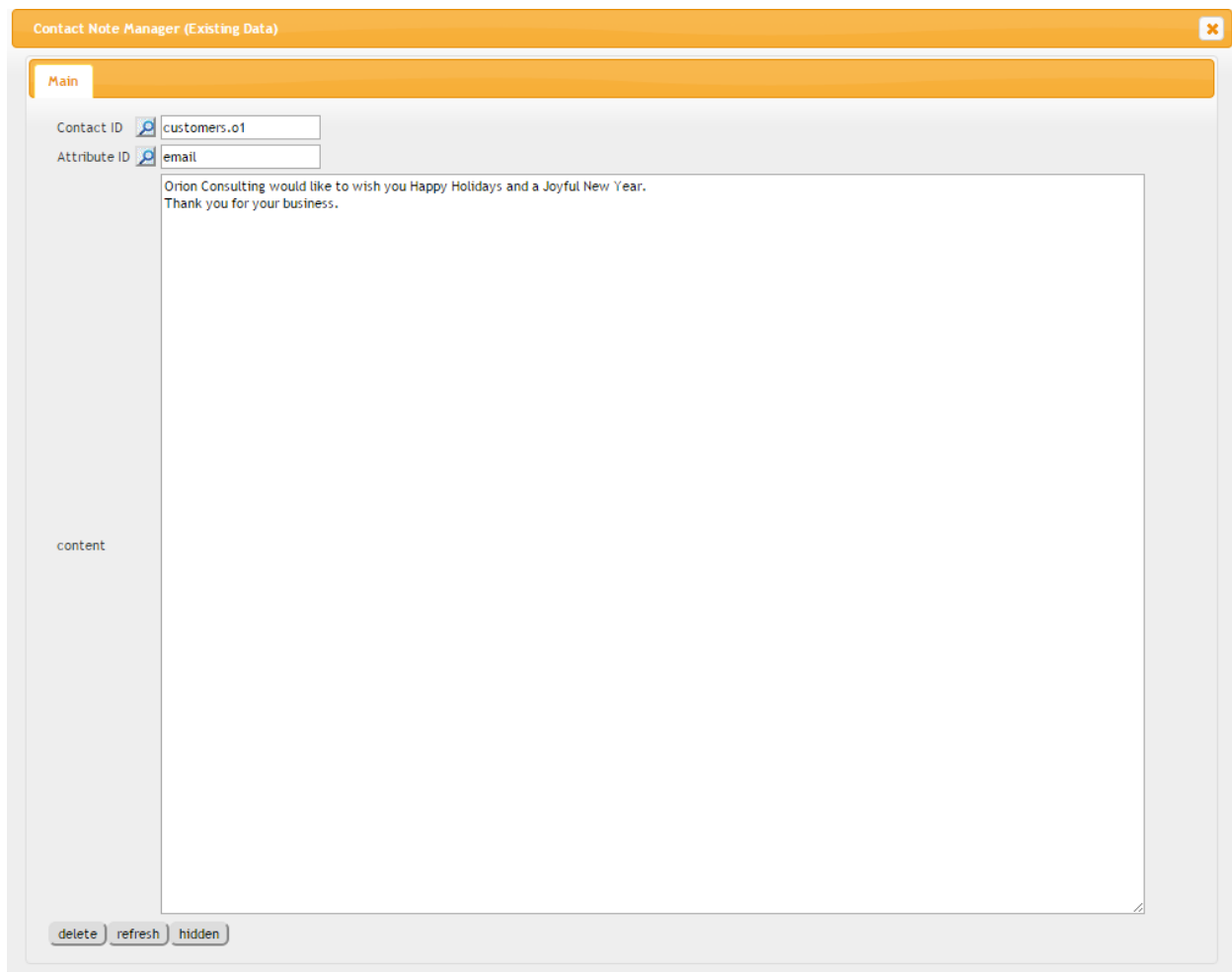
Contact Notes

RowId	Contact ID	Attribute ID	OwnerGroupId	InsertUserId	UpdateUserId	Time Stamp
21	customers.o1	email	orion	admin.o1		2015-10-03 07:22:02

(1..1)/1






page# 0 ▼

Notice above that the Note Attribute ID will be set to a value of **email**. You can drill into the Contact Note to view a copy of the email content that was sent



7.4 Bad or Missing Email Address

If you attempt to send an email to a contact having no email address or an invalid email address, the contact will simply be skipped.

If you are using a shared Codamos server, any returned mail is returned to the codamos2013@gmail.com account. The Codamos administrator will subsequently notify you of any returned mail.

If you are using a private Codamos server and have configured the send-from email address to your own gmail account, you may log into your email account and check for returned mail. **Note:** the send-from email address must be a gmail account.

8 Appendix

8.1 Change History

Who	Date	Description
Eric Rosenbloom	April 2015	Created
Eric Rosenbloom	August 2015	Resource assignment management feature. Business monitors.
Eric Rosenbloom	September 2015	Payroll feature.
Eric Rosenbloom	September 2015	Employee utilization analysis feature.
Eric Rosenbloom	October 2015	Email list feature.
Eric Rosenbloom	October 2015	Two-Factor login feature.
Eric Rosenbloom	October 2015	Item Image feature.